Government of India.

CIVIL ACCOUNT CODE.

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CIVIL ACCOUNT CODE,

PART I.

Chapter 1.—General Principles.

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Receipt of Money.

1. All transactions, to which any officer of Government in his official capacity is a party, must without any reservation be brought to account, and all the moneys be lodged in the Government treasury, to be credited to the appropriate account and make part of the general treasury balance.

No department may require that funds pertaining to it be kept apart from the general treasury balance, or be received for safe custody and kept out of account, or be received at all except under ordinary rules.

If for special reasons Government direct the cash chest of another department to be lodged in the treasury for safe custody, the fact should be reported for the information of the Accountant General.

2. Any person paying money into a Government treasury will present with it a slip which will shew distinctly the nature of the payment and the person or officer on whose account it is made, and will thus contain all the information necessary for the preparation of the receipt to be given in exchange.

When printed forms are supplied by the treasury, they may with advantage be bi-lingual, and correspond exactly to the forms used by the treasury officer for giving receipts.

Check of Receipts.

3. It is not ordinarily the duty of the Account Department to see that the dues of Government are regularly paid into the treasury. In the case of departmental revenue (*e. g.*, Land Revenue, Excise, Stamps, Jail Receipts, Registration Receipts, &c.) this duty rests with the departmental controlling officers, who receive from their subordinates accounts and returns claiming credit for so much paid into the treasury, and to whom the Accountant General sends, for comparison with these, extracts from his accounts shewing the amounts brought to credit in them.

4. If any wrong credits are thus brought to the notice of the controlling officer, he should at once inform the Accountant General with a view to the correction of the accounts. If any credits are claimed, but not found in the accounts, it is usually more convenient to make enquiries first of the departmental officer.

5. The check of fine-receipts by the Accountant General is provided for by special rules, (see chapter 10.)

Payment of Money at Treasury.

6. Any person having a claim against Government will present his voucher duly receipted, and, if necessary, bearing a stamp.

Stamped receipts are necessary for all sums exceeding Rs. 20, save those given by, or on behalf of, Government; but the receipt on a cheque sufficiently stamped is exempt.

Government officers are not required to stamp cheques drawn by them on Government account; thus, the receipt on a Public Works or a Commissariat cheque requires no stamp.

But a railway company or a municipality having credits at a Government treasury can only draw against them by stamped cheque; and receipts or cheques signed by a district officer as chairman of a municipality require a stamp.

An officer drawing any pay or allowance exceeding Rs. 20 for himself on a separate bill is required to stamp the receipt; if he draw it along with the pay, &c., of other persons on his establishment he need not stamp the voucher, but should attach a receipt stamp to the acknowledgment he is bound to give in the office pay-book.

The receipt for a refund, or for repayment of a deposit, requires a stamp if it exceeds Rs. 20.

7. The rules regarding the preparation and form of vouchers are contained in the following chapters namely:—

2.—Salary and allowances generally.
3.—Gazetted Officers' Bills.
4.—Establishment.
5.—Contingent charges.
6.—Miscellaneous charges.
7.—Advances.

The following general instructions should also be observed:—

a.—The amount of each voucher should be entered in words as well as figures, and care must be taken not to leave space for fraudulent alterations before or after either entry.

b.—All corrections and alterations in vouchers should be attested by the initials of the person signing the receipt; any in the orders of payment must be attested in the same way by the treasury officer.

c.—Charges against two major heads should not be included in one voucher, but the treasury officer will not take exception to a voucher on this ground unless the items require different action from him, such as entry in different registers.

d.—No payment may, under any circumstances, be made on a voucher signed by a clerk instead of the head of an office, although in the absence of the latter the clerk be in the habit of signing letters *for* him. Nor may any moneys be paid on a voucher or order signed with a stamp.

e.—Bills requiring *previous* countersignature will be returned unpaid if presented without such countersignature.

Instructions to peripatetic Officers.

8. In most cases and in the absence of special provision, payments can be taken only at the treasury of the district in which the claim arises; but an officer whose duty requires him to travel about on inspection should ordinarily take with him a last pay certificate which will enable him to draw his pay from the nearest treasury. Should he pass from one Accountant General's jurisdiction to another's, the last pay certificate should be countersigned by both; paragraph 4 (*c*) of chapter 8 explains how he can remit any surplus to the head-quarters of *his own* presidency. In such a case, of course, no *advance* is made and no recovery or adjustment becomes necessary.

When part of his establishment moves with an inspecting officer, the treasury officer of his head-quarters station may grant a last pay certificate for that portion in order to enable him to draw pay for it from another treasury. The officer may, at the time of cashing the bill, obtain transfer receipts on the head-quarters station in part payment of the salaries. See also chapter 5, Rule 16.

9. A Bishop or Archdeacon on visitation is allowed to draw, from time to time, such sums as may be necessary for his expenses, his pay bill being presented at the presidency; and a similar indulgence is sometimes extended to other inspecting officers by special orders which at the same time fix a limit to the amounts to be advanced.

The treasury from which such an advance is drawn may be either under the administration to which the officer's pay is usually debited, or under another: in the latter case, the advance will at once be debited to the province which usually makes the payment; in the former, it will be taken against Advances Recoverable, and (if necessary) warning may be sent to the treasury officer who generally issues pay.

Check of Charges.

10. Every charge comes up for audit or disposal by the Accountant General; who, if the charge is irregular or is in excess, proceeds to remove the irregularity or recover the excess through the treasury officer, usually however issuing a warning slip to the officer concerned; and, if it is in defect, (unless the amount be insignificant,) informs the officer accordingly, leaving him to prefer the additional claim or not as he thinks proper.

Chapter 2.—Salaries and Allowances: General Rules

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Responsibility.

1. The responsibility of drawers and payers of bills is thus stated in the Resolution introducing the present system of account (2189, dated 20th April 1865, paragraph 34)—

The privilege of drawing pay abstracts or bills for salary, allowances, or contingent expenses, will be restricted to responsible officers; and the drawer of the bill will be held answerable for any overcharge. The responsibility of the countersigning officer will be that which attaches to all controlling officers, and which brings them under a liability to make good any loss arising from their culpable negligence. The treasury officer who makes payments without pre-audit will be responsible for checking any palpable errors, and (in the case of change of office, or of rate of salary, of gazetted officers) for passing the new rate with reference to the orders directing the change. In short, the responsibility for an overcharge will rest primarily with the drawer of the bill, and (failing recovery from him) the overcharge will be recovered from the treasury officer or the countersigning officer only in the event of culpable negligence in either of them.

Due date.

2. Salary bills may be signed at any time on the last day of the month by the labor of which they are earned, and are due for payment next day; no part may be paid before, except in the case of a gazetted officer going away on leave or finally quitting the service of Government.

The last payment of salary should not be made to gazetted officer finally quitting the service of Government, until the treasury officer has satisfied himself by reference both to the Accountant General and to his own records that there are no demands outstanding against him. In the case of an uncovenanted medical officer, reference must also be made to the Examiner of Medical Accounts.

In the case of a ministerial officer, the payment may be made, without reference to the Accountant General, on the responsibility of his superior officer.

Death of Payee.

3. Salary or pension can be drawn for the day of a man's death; the hour at which death takes place has no effect on the claim.

The note under the last rule, regarding last payments of salary, applies here also.

The death of every person employed under Government, being a European, and not belonging to one of the covenanted services, must be immediately reported by the head of his office to the Government under which he was serving, which will announce the circumstance to the Secretary of State.

The following particulars should be given: name and probable age of deceased; date and place of death; occupation at the time of death; native village and county of the deceased, if known; particulars of family, as far as known; if any relative in the country; if any property left, in whose custody; remarks.

Beyond jurisdiction.

4. An officer may not draw pay or allowances for any time he may spend beyond the limits of his jurisdiction, save with the sanction of the Government which he serves; and the confirmation of the Government of India is required to such sanction when it involves any increase of expenditure from imperial revenues beyond what would have been incurred if the officer had remained within his jurisdiction. No order authorizing an officer to quit his jurisdiction justifies him in charging travelling allowance unless such travelling allowance is specifically sanctioned.

A local Government deputed two provincial services' officers beyond its own jurisdiction; it was ruled that the order above quoted covered the deputation.

A local Government has power to grant travelling allowances at the usual rates to an officer called on duty beyond the limits of his jurisdiction, and such a grant is not such an increase of expenditure as to require the confirmation of the Government of India. But an officer in receipt of fixed travelling allowance cannot be allowed to draw any other travelling allowance unless his fixed travelling allowance be relinquished for the whole of his absence.

Additions to Salary.

5. Without the previous sanction of the Governor General in Council, no addition to any salary paid from

imperial funds can be made from provincial or local funds, or from the income of Wards' estates, or from any other funds administered by the Government or its officers as trustees; and, if such addition made from provincial or local funds has the effect of raising the pay of an officer above Rs. 5,000 a year, the sanction of the Secretary of State is necessary before the additional allowance can be drawn.

Any addition to any pay chargeable to provincial funds which, if made from provincial funds, would require the sanction of the Government of India, requires such sanction if made from local funds.

And, without the previous sanction of the local Government, no addition shall be made to any salary paid from provincial revenues from the income of Wards' estates, or from any other funds administered by the Government or its officers as trustees.

A public servant may not receive pay from a municipality without the sanction of Government given as above.

Fund deductions.

6. The duty of noting the proper deductions to be made from pay bills on account of fund deductions devolves on the drawers of the bills, but no discretion is allowed in carrying out an order received from the Accountant General, or a Fund Examiner or Secretary, to make any particular deduction.

Travelling Allowances.

7. A few general rulings on the subject of travelling allowance may be here recorded for ready reference—

(*a*). Travelling allowances of officers and their establishments moving about their districts must be passed without reference to budget provision.

(*b*). When a public officer is transferred without promotion from one substantive appointment to another at a different station, a copy of the order transferring him shall be sent to the Accountant General of the province where he is serving, with an endorsement stating *either* that the transfer has been ordered on public grounds and not at the request of the officer, *or* that the transfer has been made at the officer's request.

(*c*). A junior civil servant who obtains a reward for proficiency in an oriental language is permitted to draw, in addition to the reward, travelling allowance at the usual rates for journeys exceeding five miles to and from the place of examination; or, instead of this mileage allowance, he may, if in receipt of a fixed monthly district travelling allowance, draw the latter for the period of the leave granted to him before and after the examination. But military officers in civil employ, who receive rewards on the superior scale authorized for military officers, cannot draw travelling allowance.

(*d*). The travelling allowances of an officer of the native army, who commands the guard escorting convicts, are fixed by military rules, though paid in the civil department.

Distance.

(*e*). Distances for travelling allowance are to be measured from the chief public office in a station, or from some other point fixed by the local Government; and travelling allowance shall not be given to any public officer for a journey of not more than five miles from his head-quarters. The distance between two stations shall be held to be the length of the shortest of two or more practicable routes between them, or of the cheapest of such routes as shall be equally short; that route shall be held to be shortest by which the traveller can most speedily reach his destination by the ordinary modes of travelling.

Government Vessel.

(*f*). Without the special sanction of the Government of India, no officer is entitled to travelling allowances for a journey made in any vessel, the cost of which is borne from imperial, provincial, or local funds. An officer, whose travelling allowances are fixed by the day or month, must forego his allowances for any day on which he travels in such a vessel, unless he can certify that he has on the same day incurred actual personal travelling expenses; in which case he may recover the actual sum which he has so incurred, not exceeding the amount deducted under this rule from his fixed allowances.

Railways.

(*g*). Officers travelling by State railways, who are entitled to travelling allowance at mileage rates, draw double first class fare in lieu of 3 annas a mile, and double second class fare in lieu of 1½ annas.

(*h*). If members of office establishments temporarily absent from their head-quarters have to travel by rail, a salary of Rs. 50 gives claim to second class fare; an officer of superior service (C. P. C. 42) on less pay is entitled to intermediate, or, if there be none, to third class; others, to third class fare. Officers entitled to second class or intermediate fare may take daily rate in lieu of fare; those entitled to third class fare may draw it in addition to fare.

Chapter 3.—Gazetted Officers' Bills.

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Form of Salary Bill.

1. For the fixed allowances of a gazetted officer, the adoption of bills in a form similar to Form 1 is recommended, in which the whole of the fixed allowances claimable by an officer in respect of the same appointment are set forth. An officer who draws an additional allowance for a separate office need not present a separate bill for it, unless it is chargeable to a different major head.

2. In some provinces munsifs, tahsildars, and similar officers are not ranked as gazetted officers; but as their pay varies according to grade, it is usually more convenient that their bills should be drawn separately, in the form provided for gazetted officers, than that it should be drawn as part of the establishment of the office of which they are at the time the head.

3. An officer drawing salary for the first time at any treasury, should present with his salary bill a last-pay certificate from the treasury where he last drew pay.

Alterations of Pay.

4. When an order appears in the Gazette, which has the effect of altering an officer's rate of salary, he usually receives from the Accountant General a slip informing him of the alteration. This slip he should attach to the first salary bill in which he draws the new rate of salary.

5. In the absence of special orders to the contrary, a personal allowance shall be diminished by the amount of any increase of salary, and shall cease altogether when the salary is increased by an amount equal to the personal allowance.

Contract Officers.

6. No pay shall be passed to any officer on a contract of service made in England until the contract shall have

been examined and registered by the Accountant General, who shall bring to notice any case in which pay is stated in sterling, or any condition appears for remittance at other than the fixed rate for the year.

Transfer of Office.

7. Every transfer of charge of any gazetted office should be reported by post of the same day to the Accountant General; and, in the case of an officer having *independent* charge of a public treasury, statements of the cash balance, and of the stamp and opium stores, will be prepared, signed by the officer taking charge, and forwarded to the Accountant General at the same time.

"Having *independent* charge." This rule, therefore, only applied to changes of district officers, not to transfers of executive charge of the treasury between their subordinates.

An officer, Commissioner of A, was acting in the same capacity at B, and from that station took furlough; returning, he claimed, without re-appointment, to take charge at B, and thenceforward to draw full pay; it was ruled that he could not claim pay until he rejoined at A his permanent appointment.

Pay to Officers in England.

8. If pay be due in India to an officer absent in England, he must make his own arrangements to receive it here.

Travelling Allowance Bill.

9. The form of bill for travelling allowance of a gazetted officer depends upon the rules under which it is due. For the case of mileage, halting-allowance, or daily rate, form 2 is recommended as setting forth in a convenient form the necessary details of information. When an officer is entitled to draw actual expenses, they should, in the absence of orders to the contrary, be set forth in detail, and certified by the drawing officer to have been actually incurred.

10. In some provinces gazetted officers' travelling allowance bills are required to be submitted for countersignature by the controlling officer before being presented for payment.

Chapter 4.—Establishment.

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Fixed Allowances.

Sanctions of Establishment.

1. For the purposes of this chapter, parts of an establishment under the same officer, which are charged under different major heads, are to be regarded as distinct establishments—*e. g.*, a Collector's excise establishment is to be treated as distinct and separate from his land revenue one.

2. For the purposes of pay and audit, establishments are distributed into "sections." No fixed rules can be laid down as to what constitutes a section, but the sections should be fixed in communication between the Accountant General and the heads of offices or departments on the following principles :—

(*a.*) The distribution should be uniform throughout the province for the same kinds of establishments.

(*b.*) Ordinarily an office, or establishment, containing not more than ten or twelve clerks, will form a single section ; larger ones will form two or more.

(*c.*) The distribution in the latter case should follow the actual working arrangements of the office ; *e. g.*, a Collector's establishment might be distributed in the following sections :—English Office, Vernacular Office, Treasury, Nazir, Record, Sub-Collector's establishment, Tehsil A, Tehsil B., &c.

(*d.*) Petty and numerous establishments are often best distributed according to the taluqs or sub-divisions of a district—*e. g.*, village-school-masters would be so distributed, while of the higher classes of schools each school would form a separate section.

(*e.*) Clerks (or school-masters, native doctors, &c.) should not, except in small establishments, be lumped up with chuprassees or servants ; but the servants should, when their number is not very small, form a separate section or sections.

Note.—The pay abstracts of the district police are regulated by departmental rules, and are stated so far as regards the lower grades in detail of grades.

Annual Returns.

3. At the time of preparation of the pay bill for March in each year, a detailed statement, in order of sections, of the establishment existing on 1st of April, with the authorities for its entertainment, will be prepared in form 3, and transmitted to the Accountant General direct not later than 15th April. The return will shew accurately the establishment as it exists on 1st April, and so will exhibit the names both of the permanent holder of a post and of the man actually doing his work during his absence on leave, on deputation, or on suspension; it should be carefully checked with the service books, as it will be the chief authority by which hereafter pension claims will be tested.

If a post be vacant, the word *vacant* should be set against it in the column of *Name of Incumbent*.

At foot of the returns, should be detailed all items of establishment sanctioned but not yet entertained.

4. This return should be accompanied, first, by an abstract, which will link together the gross numbers shown in the budget estimate of each establishment and the nominal rolls in the book of establishment; and, secondly; by a nominal roll of European and East Indian employés who do not belong to a covenanted service, with the names and salaries of their appointments, and period of residence of each in India while in the service of Government.

Forms for the detailed statement and its two accompaniments will be supplied by the Accountant General, and of each only a single copy will be submitted to him.

Alterations of Establishment.

5. When a change, temporary or permanent, is proposed in an office, a letter fully explaining the grounds of the proposition should be submitted departmentally to the Local Government along with a tabular statement in Form 4, showing clearly its financial effect. If the change would affect only a section of the establishment, the numbers and costs of the other sections may be shewn in totals without detail, but full particulars must be given for all in which any alteration is recommended.

Where the pay of any post, existing or proposed, rises from a minimum to a maximum by periodical increments, the *average monthly* cost, not the actual or the commencing cost, must be given. This average cost, no doubt, varies under various circumstances, but under all it depends largely on the period of rise. Accordingly, if the pay rise by five equal increments from a minimum to a maximum, then the average monthly cost will be taken in the case of a gazetted officer at the minimum *plus* two-thirds, and in the case of ministerial establishments at the minimum *plus* three-fourths of the difference between the minimum and maximum; if the period of rise be twenty years, the average monthly cost may be taken at the exact mean; in other cases an intelligent estimate should be made.

The Government of India has directed (No. 965, dated 16th February 1878) that, before passing orders on such proposition, the Local Government should obtain from the Accountant General a verification of the figures in the column headed "Present scale."

Monthly Bill.

6. Pay bills will be prepared in Form 5 with full detail of names, and will show separately the pay and the acting allowance claimed for each person, with a note (either in the body of the bill or at the foot of the page) of the number of days for which any allowance not due for the whole month is claimed, and of its rate.

Fines imposed on ministerial officers for ordinary neglect of office duty are properly recovered by stoppages from pay and consequent short drawal from the treasury.

The pay of all temporary establishments (other than hot weather establishments,) which are entertained under sanction, should be billed for separately.

7. The monthly bill will be supported by a detailed statement (in Form 6, with certificates) shewing all members of the establishment absent on leave or on deputation to some other office or department.

For an officer absent on deputation, the name, post, and pay should be entered in the first three columns; the leave columns should be blank; the actual date of departure and return should be stated; the column "excess of pay" should be blank, unless the absentee is appointed substantively *pro tempore* under section 4 of the Acting Allowance Code, in which case the full pay would be entered; the remaining columns would be filled up according to their headings, and the remark column would shew to what office or department the absentee was deputed.

When no member of an establishment in superior service has been absent, on leave or deputation, during the month, the follow-

ing declaration, in lieu of the leave statement, should be appended to the bill.

"Certified that no person in superior service on the establishment has been absent, either with or without leave (except on casual leave), during the month of ; and further, that all appointments and promotions, temporary or permanent, have been recorded in the service books of the persons concerned under my initials."

8. When any name of a person appointed to superior service appears for the first time in an establishment bill, either reference must be given to a previous superior appointment held by him, or, if he did not hold one, a medical certificate, as required by Pension Code 52, 2, must accompany the bill.

Also, to the first bill in which a periodical increment is drawn by any officer, a certificate in the following terms should be appended:—

"Certified that has been the permanent incumbent of the post of (whereof the pay rises from Rs. to Rs. by increments of Rs.) on Rs. from , and during that period was neither absent without pay nor placed under suspension for misconduct, and that he is allowed to draw the increment of Rs. from "

The wording of the certificate should be noticed: the condition of obtaining a new increment (as also of retaining an old one) is continued *approved* service, and therefore the claimant can only be said to be allowed, not to be entitled, to draw the increment. The conditions of sections 27, 28, or 32 of the Acting Allowance Code may occasionally necessitate a change in the wording of the certificate.

Rules 7 and 8 do not apply to the bills of the Postal and Telegraph Departments for the check of which the treasury officer is not responsible.

Distribution of Salaries.

9. The head of an office is personally responsible for every salary drawn on a bill signed by him until he has paid it to the servant entitled to receive it, and has had the acquittance roll signed by the payee, with, if necessary, a stamp. If the payee do not present himself before the end of the month, the amount drawn for him must be refunded by short drawal in the next bill; his salary can be drawn anew under the next rule when he presents himself to receive it. Pay may not under any circumstances be placed in deposit.

10. The head of an office is not at liberty to re-adjust the salaries of an office by giving one officer more and another less than the sanctioned pay of his post, nor may he distribute the pay of an absentee, otherwise than as provided in the Acting Allowance Code.

Arrear Bills.

11. Arrear pay should be drawn not in the ordinary monthly bill, but in a separate bill, with quotation of the bill from which the charge was omitted or on which it was refunded by deduction, or of any special order of Government granting a new allowance: such bills can be presented at any time.

Advances.

12. Advances of pay to ministerial officers going on privilege leave (under Civil Leave Code, Supplement F, Section 12-1) are made, not as a matter of course, but on the authority of a separate warrant in each case signed by the head of the office; this warrant should be presented at the treasury in support of a separate bill, in the form of an establishment bill, for the single item, and will accompany that bill to the Account Office.

Service Books.

13. Special attention is drawn to the rules touching service books, contained in section 72 of the Civil Pension Code. Every appointment, leave of every description (except casual), every period of suspension from employment, and every other break of service (Rule 3), should be noted, the date of the beginning and end of every employment or absence being certified by the signature of the immediate head of the office (Rule 2, columns 9 and 12). The service book is a contemporary record in minute detail of a person's official career, and every entry is attested at the time by the head of the office whose orders have caused it. It should be possible to prepare the pay bill by checking the last pay bill with the service books.

The description and term of the leave granted may be written across columns 2 and 3, the dates of commencement and end of leave in columns 6 and 10; it may be convenient to make these entries in *red* ink.

Travelling Allowances.

14. Travelling allowances of establishments should be charged in a separate bill. At convenient intervals during an officer's tour, and, as a general rule, immediately on any return to the head-quarter station, a bill should be prepared for the travelling allowance of the clerks and others who have attended him; and their receipts, with stamps if necessary in any case, being taken on the bill, it should be cashed at the treasury.

15. A bill in the same form, setting forth the details of the several bills drawn on account of the same month (if more than one) should be drawn up at the end of the month, submitted for review and countersignature by the controlling officer (if any), and forwarded to the Accountant General under the rules applicable to contingent expenditure.

If the controlling officer desire to retain such a bill for check of future ones, he may send to the Account Office, instead of the countersigned bill, intimation that he has "passed the travelling bill for office for the month of which included vouchers No. for Rs. having disallowed Rs. from vouchers No. for the reasons noted below."

Chapter 5.—Contingent Charges.

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General Limit.

1. Every officer who regularly incurs contingent expenses on the public service will, at the beginning of each year, obtain from the proper controlling authority a general sanction to the scale of his expenditure for the year, limited in regard to number, rates, or aggregate amount as the controlling officer may think expedient. This sanction will be communicated to the treasury officer as well as to the officer concerned, and the latter will then be allowed to draw the amount of his monthly bills for contingent expenses within the sanctioned limit, without pre-audit or the previous countersignature of the controlling officer. In case no such sanction of the countersigning officer be communicated to the treasury officer, he will be relieved of responsibility if his payments are covered by sufficient receipts of the disbursing officer; but if the treasury officer be placed in charge of the budget grant of the revenue or magisterial branch of the district office, he will in this new capacity acquire, jointly with the district officer, the character and responsibility of a disbursing officer.

2. Within this limit a disbursing officer may incur ordinary recurring charges, and may purchase ordinary necessaries (such as chairs and country locks) without previous sanction, provided he has no fear thereby of exceeding the provision of his own office for the year. For any other articles, he must obtain *previous* sanction according to circumstances and local rules; thus, for a thermantidote or a clock, a Collector must obtain pre-

vious sanction from the Commissioner, though, as they are within the latter's power of sanction and are ordinary necessaries, he might purchase them for his own office without previous sanction.

It is for the local Government to define the nature and limit of charges which may be disbursed without sanction by a disbursing officer, as also the nature and limit of charge which a controlling officer is competent to sanction, and beyond which special sanction by the Government must be obtained.

No officer may, without previously obtaining an extra grant, exceed the amount provided for contingencies under the major head concerned; some Governments allow disbursing officers free discretion within this limit, whereas others require an officer to restrict his expenditure within the grant for each *detailed* head of contingencies, unless the controlling authority have previously transferred to the head in which the excess is anticipated, part of the grant under another detailed head. Again, the power of making transfers from the contingent grant of one district to that of another under the same major head is not vested in the same officers in every province; the local Government may retain the power in its own hands or delegate it, but the transfer can only be of an ascertained surplus within the same major head.

Permanent Advances.

3. To officers incurring petty expenses which require to be paid at once before money can be obtained on the monthly contingent bill, permanent advances are allowed, which are in general single for the whole office, *i. e.*, a Collector is not allowed one advance for land revenue, a second for excise, and so on, but only a lump advance which is held by the Accountant General at his personal debit.

The amount of the permanent advance for each office is fixed by the local Government; it must, of course, be larger when distance from the treasury renders its frequent recoupment difficult, but should not be larger than is absolutely necessary.

Acknowledgment.

4. Each officer, who has obtained a permanent advance, is required, on the first office day after 31st March in each year, to send to the Accountant General a short acknowledgment that the amount is due from, and to be accounted for by, himself; if any officer should fail to make such acknowledgment, the Accountant General should demand it immediately. In

case of transfer of charge of an office, a similar acknowledgment must be sent by the relieving officer.

Care should be taken not to multiply permanent advances unnecessarily. An officer having subordinates who require petty sums should rather spare a small portion of his own advance for their use than apply for separate advances for them.

Contingent Register.

5. The Government of India "expects that every public officer will exercise the same vigilance in respect to petty contingent expenses that he would do if spending his own money," and has further ordered that "a register of contingent expenditure shall be kept in each office, and the initials of the head of the office shall be entered against the date of payment of each item."

6. This register will be in Form 7, printed on royal paper, in which each Accountant-General will assign to the several columns headings suitable to the condition of each department and office. If the contingent grant of an office be divided under two or three main sections only, still under each the most common sub-heads may be detailed, and a single column allotted for the more varied items; if the grant be parcelled out under many detailed heads, the most common will have each its own column with grant noted at the top, while the rest with their grants will be thrown into the column of unusual charges. An unusual charge, falling under any of the separate columns, should be described in the column headed "Description," though the amount of it is entered only in its special column; and the same "Description" column will serve also for note of the month, or period to which any recurring charges (*e. g.*, rent, or punkha-pullers) entered in the other columns belong.

Fixed allowances covering the *whole* contingencies of an office may be drawn in the establishment bill, and need not be entered in the contingent registers. But where a contract or office allowance is drawn not regularly, but in varying sums as required month by month within the annual total, the charge should be included in the contingent bill and passed in the contingent register.

The most important common heads of contingencies are noted below; any others which it may be convenient to record separately

may be added to the list, and those here specified may, if desired, be further sub-divided—

(*a.*) Section writing.
(*b.*) Cost of land.
(*c.*) Law charges.
(*d.*) Tour charges.
(*e.*) Purchase and repairs of furniture.
(*f.*) Purchase and repairs of tents.
(*g.*) Purchase of books.
(*h.*) Subscription to newspapers.
(*i.*) Country stationery.
(*k.*) Carriage of stationery.
(*l.*) Hot and cold weather charges.
(*m.*) Service telegrams.
(*n.*) Official postage.
(*o.*) Remittance within district.
(*p.*) Treasury charges.
(*q.*) Cloth for records.
(*r.*) Miscellaneous.

No charges shall be entered in any contingent bill for any postage labels but service postage labels, or for any telegrams other than State telegrams. The postage charges must be supported by the treasury officer's receipts for the money, and the telegraph charges by receipts from the Telegraph Department showing that the telegrams have been classified as State telegrams.

7. Before the register is brought into use in the disbursing office, it will be ruled, and, as the office cashier pays away any money, he will enter the date, name of payee, and number of sub-vouchers in the three columns to the left, the amount in the proper column (marking off all the others), and, in the case of any unusual charge, he will also take against the description the initials of the officer incurring it.

Regarding the entries to be made in the final columns, see Rule 19.

Abstract Bill.

8. When the permanent advance from which he has been making disbursements begins to run short, he will rule a red ink line across the page, add up the several columns, and enter their cross total in the column of "Total of each contingent abstract;" then he will post the several totals in a form of contingent abstract, detailing against each entry the numbers of the sub-vouchers, and also entering in its proper place the description of each unusual charge, and this contingent abstract he will lay with the sub-vouchers and the register before the head of the office; the latter will put his initials against the date of each payment and sign the abstract, which the cashier will then date and number and present for payment at the treasury.

It has been ruled that the head of the office must *himself* initial the entries in the contingent register, and not delegate the duty to his Superintendent.

When the advance is running short, a demand may be presented in excess of the balance; this item, too, should be charged in the register and included in the abstract, the number given being that which the sub-voucher will bear when payment has been made.

Even of ordinary charges full details are sometimes required for purposes of check, and in such cases must be given both in the abstract and in the contingent bill—*e. g.*, the number of punkha-pullers entertained, and the rate at which they are paid, must be stated; as also the name of any book purchased, and its price.

9. On the last day of the month, too, the permanent advance should be replenished by drawing on abstract bills the contingent charges advanced for each main head of service; and the same course may be followed when charge of the office is transferred in the course of the month: in these two cases only may a contingent abstract cover a sum which is much less than the amount of the sanctioned permanent advance.

In the case of a Collector whose permanent advance has to meet the disbursements of several departments, the contingent abstract of one will not be as large as the total permanent advance; contingent abstracts for all may with advantage be submitted at the same time; but in the case of this office, there is less objection to the presentation of an abstract not as large as the permanent advance.

Miscellaneous Rules.

10. The charges of two major heads may not be shewn in one register nor included in one bill. But expenses which are shared in some fixed proportion between two branches of the same office should, unless they are reviewed by different authorities, appear in one bill; as, for instance, charges for purchase and repair of tents, or for carriage of stationery to be used by the revenue and magisterial branches of a district office whose bills are submitted for the countersignature of a Commissioner.

In such a case the joint grant may be entered in one register only for purposes of control, the account adjustment being left to the Accountant General.

11. When for any charge special sanction is necessary, the sanction must be quoted both in the abstract and in the detailed bill; and when expenditure, for

which a lump sum is granted under a single special sanction, is continued over more than one month, the second and subsequent months' bills should bear a note of how much has been spent up to date under the sanction.

12. All charges incurred must be paid and billed for at once, and under no circumstances may they be allowed to stand over to be paid from the grant of another year.

If possible, expenditure may be postponed till the preparation of a new budget has given opportunity of making provision, and till the sanction of that budget has supplied means; but on no account may charges actually be incurred and thrown on the grant of another year. Such a course is obviously improper, and has repeatedly been strongly condemned by the Government of India.

13. Contingent charges are to be recorded as charges of the month in which they were actually disbursed from the treasury, and, if a contingent abstract headed as belonging to one month be presented for payment in the next, it will be returned for correction, as it must be treated in the accounts as a charge of the month in which the money is actually disbursed from the treasury.

Monthly Bill.

14. After the realization of the last abstract bill of each month, the forward total of each column should be made in the disburser's register, and, when the foot of the page is reached, it should be carried forward in ink to the top of the next. From these totals the monthly detailed bill will be prepared in Form 8, headed *not payable at the treasury*, and shewing the monthly total of each column with description (as in the abstract) of each unusual charge; the numbers of the sub-vouchers will be entered against each item, at foot will be a memorandum of the number and date of every contingent abstract and the sub-vouchers included in each, and the amount charged in the bill must be agreed with the amount actually drawn from the treasury within the month. It will be signed by the head of the office and submitted to the controlling officer, or, if there

be no controlling officer, to the Accountant General direct, with all sub-vouchers for service postage stamps and telegram charges and for all sums above Rs. 10, and a certificate in the following form for smaller ones :—

> I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouchers for all sums above Rs. 10 in amount and all sums paid for postage stamps and telegrams are attached to the bill. I have, as far as possible, obtained vouchers for other sums, and am personally responsible that they have been so destroyed that they cannot be used again.

By the word *destroyed* is meant that they have been actually destroyed by burning or otherwise, or mutilated, at the discretion of the head of the office.

A district officer need not personally give the certificate required from a disbursing officer; with the sanction of the Commissioner, or, in the Madras Presidency, of the Board of Revenue, he may delegate the duty to one of his gazetted subordinates.

These orders touching use and defacement of vouchers are applicable to all moneys disbursed by Government officers in their official capacity, even, to take an instance, from the Wards' Rate Fund.

15. From officers whose contingent bills require no countersignature, and who do not embody in their bills charges of any officer dealing separately with the treasury, monthly bills in adjustment of their contingent abstracts are not required; provided the form of contingent abstract used by them be amended by the addition of the grant statement from the foot of the detailed form, and the omission from the heading of any reference to future submission of a detailed bill, and provided they attach the certificate of para. 14, and all vouchers for service postage stamps and telegraph charges, and for sums in excess of Rs. 10.

Illustrations may be necessary to explain the second condition. A, whose bills do not require countersignature, has subordinates who hold part of his permanent advance and replace themselves in funds by sending paid vouchers to A, and obtaining from A the amount of their actual expenditure; A need not submit monthly bills. The bills of B do not require countersignature, but his subordinates are allowed to deal direct with some treasury, obtaining from it funds on abstract contingent bills which are to be adjusted by B's monthly bills; B must submit monthly bills, in adjustment of the abstract bills cashed by himself *and* his subordinates.

Inspecting Officers' Bills.

16. An inspecting officer cannot take advances on account of travelling allowances or office contingencies. The former he may draw at any treasury within his circle (*a*) on the ordinary certificates, supplemented by a certificate, also signed by himself, that he has not already drawn them, or (*b*) on an abstract contingent bill for his own allowances and those of his camp establishment; for the latter he should provide himself with a portion of his permanent advance, and recoup himself from time to time by presenting at the different treasuries contingent abstracts in ordinary form. Thus one detailed bill may adjust money drawn on abstracts at more than one treasury, and in this case it will be well to require detail, at foot of the bill, of the places of payment of the several abstracts, as well as their dates and amounts. But the amounts drawn on abstracts will all be taken as final payments and not as advances.

Countersigning Officer.

17. It is the duty of a countersigning officer to see that the charges made in a contingent bill are of obvious necessity and are at fair and reasonable rates; that previous sanction for any item requiring it is attached; that the vouchers are all received and in order; and that the calculations of those which he detains are correct; and specially that the expenditure has not exceeded, and is not likely to exceed, the grant of the particular district under the head concerned. If expenditure be progressing too rapidly, he should communicate with the disbursing officer and insist on its being checked. It is no answer to say that the charges have been really incurred on account of another district, and (Rule 22) cannot be recovered: if they were anticipated, provision has doubtless been made for them in the budget of the province, and the grant can be made available by transfer from the grant of the other district; if they were not anticipated, a case for extra grant may possibly be made out.

18. On receipt of the monthly detailed bill in the office of the countersigning officer, its figures will be transcribed in a register of the same form as the dis-

burser's register, with similar description of the unusual items, and the bill will then be reviewed by the countersigning officer with the sub-vouchers. Any disallowance, with the number of the sub-voucher, and explanation of the objection, will be noted on the bill at foot and in the "remarks" column of the register, and the amount shewn in the register in the column affected will be corrected in red ink; explanation of the objection should be given on the reverse of the bill, if there is not room on the face. The countersigning officer will then take up register and bill together, enter in the former the date of admission under his initials, sign the bill, and despatch it to the account office with the large vouchers, and the following certificate in lieu of the smaller ones:—

> I certify that in support of every charge of more than Rs. 10 made in this bill, a receipt or other voucher has been given me, and is now in my possession. The receipts and vouchers for items in excess of Rs. 100 are attached to the bill; and I am personally responsible that the receipts and vouchers for all other items of more than Rs. 10 are in proper form and order, and that they have been so cancelled, that they cannot be again used to support claims against the Government.

Sub-vouchers for service postage stamps and telegrams, and Government factory bills (para. 21), must always be forwarded to the account office with the countersigned bill, however small their amount.

The word *item* refers to items of expenditure, not items of charge; *e. g.*, a charge for Rs. 120 for section-writers would not require to be supported by a voucher if the amount was made up of sums paid to several individuals, none of which exceeded Rs. 100.

19. Thus there will be two registers of the same form in the offices of the disburser and the countersigner. In the first a single line will be given to each sub-voucher; in the second to each monthly bill, except that each disbursement, which is unusual or special, will have an extra line. The third column of the form would be used in the district office for record of the numbers of sub-vouchers, but in the countersigning office it would be blank. Again, for the columns to the right—that concerning the detailed bill would shew in the district office the date of its despatch, in the other the date of its receipt. The column for date of admission would in the countersigning office shew the date of

despatch of the countersigned bill, while in the case of the district office it would record the date of recovery of any disallowance or that of the countersigning officer's letter further passing a disallowed item not yet actually recovered; any disallowance would be recorded by each in the column of remarks on the same line with the figures affected.

Disallowances.

20. After despatch of the bill to the account office, the countersigning officer should communicate any disallowance to the disbursing officer, and its amount should be without fail refunded by short drawal on the next abstract contingent bill for the same department; therein the gross amount of each sub-voucher would be entered, and below the total of the abstract would be entered "Deduct disallowed from bill of Rs. ," and the receipt given would be for the net amount only. An item disallowed must without fail be recovered, and, if after correspondence the countersigning officer withdraws his objection, the amount may be re-drawn: after the total of the sub-vouchers in the next abstract would be entered "Add amount of disallowance from bill of refunded by deduction from abstract No. dated , and re-allowed as per ;" the receipt would be for the gross amount, and the items would be re-included in the next monthly contingent bill.

It will be observed that the totals in the disburser's register are those of amounts charged, not of those admitted by the countersigning officer; but, when an amount disallowed by him on one detailed head is adjusted by a short charge on another abstract bill, the actual charge for each head may be worked out by entering the amount retrenched in black ink with a *minus* sign in the column of the retrenched head on the line of totals for the abstract in which the adjustment is made; the forward totals will thus be correct.

Work done by Government Factory.

21. In the case of work being done by a Government factory, the officer in charge will prepare an invoice of the quantity and price of the work done, and forward it in triplicate to the officer served, who, on approving the invoice, will countersign all, and return

one copy to the supplying officer. Another copy he will file in his own office, and the third he will attach to his contingent bill for the current month, noting the amount in the statement of account at foot in order to work out the available balance of his grant, but not including it as a disbursement among the charges of his bill. Before despatching his monthly bill, however, he should post the amount of the work bill in his contingent register and include it in the forward total, in order that he may agree that forward total with that shown in the statement of account on his contingent bills; in the register of the countersigning officer the amount of such a bill should, in like manner, be separately entered. Such invoices will never be retained by the countersigning officer.

Such adjustments for services rendered are forbidden when their effect would be only a transfer of formal charge from one section to another under the same head of Imperial charge.

The officer served cannot *charge* the amount in his contingent bill, as no cash payment is made, but only a book adjustment in the Account Office; but the amount available for contingent expenditure is reduced, and so, to work out the available balance, note is made in the register of contingent expenditure and in the statement of account at foot of the bill.

Expenditure for other Officers.

22. It is often expedient for a public officer to make purchases or incur expenditure in another district, making his arrangements through an officer in that other district.

Every public officer who incurs expenditure in this way must treat it as expenditure of his own and not demand recoupment by transfer receipt from the officer at whose request he, as an agent, incurred the expenditure. The charge must, however, be taken as expenditure of the department to which is attached the officer requiring the expenditure, and therefore an officer should address his applications for any service to the principal officer of his department in the district indented on; *e. g.*, a police officer should ask the District Superintendent, not the Magistrate, to purchase blankets for him. The Magistrate, in such a case, would pass on the indent, or the voucher if he has supplied any articles, to the police officer, who would deal with the charge as

a final one of his own office, applying to the proper authority for an extra grant if his own should fall short before the end of the year.

The responsibility for obtaining proper sanction always rests with the originating officer.

Sundry Rulings.

23. Certain rulings touching contingent charges may be noted.

(*a.*) No salary charges of any kind (except for hot weather establishment) and no additions to pay may be charged as contingencies or included in contingent bills, not even pay of peons in hospital; such charges should be drawn on separate bills.

(*b.*) Rules touching supply of articles to English churches were published in F. D. 1739, dated 24th July 1876.

(*c.*) No charge should be made for copies of official publications supplied to another department; but none should be supplied without authority. Thus copies of the leave and pension codes, or the public works code, or of back numbers of a gazette, cannot be charged for.

(*d.*) Hot weather establishment and fittings are a Government charge, subject to the control of the Local Government.

(*e.*) Country scales are quite good enough for weighing letters.

(*f.*) Whenever the cost of an establishment is divided between two heads, the charge for service postage labels may be divided in the same proportion.

(*g.*) No newspapers may be bought without Government sanction; no newspapers or other periodicals published in Europe or America can be obtained save through the agency of the Secretary of State, or under a general supply-contract sanctioned by the Government of India.

The cost may be remitted by transfer receipt, but the local Accountant General will pay for any newspapers or periodicals supplied to the Government of India.

(*h.*) No charge which binds Government beyond a single payment may be incurred without the sanction of Government.

(*i.*) No charge may be made for section-writing, *i. e.*, for copying manuscript by piece-work, without the previous sanction of the authority which could sanction employment of an establishment. The sanction should specify the number of men, words to be copied per rupee, and the rate for tabular work. The sanction may be given to the expenditure of a specified maximum sum in a fixed period; and the bills must state the number of persons paid, and the amount of matter. No person in receipt of a salary from Government can be paid for section-writing save with the special sanction of the Local Government, and no periodical allowance may be charged as section-writing.

(*k.*) Liveries are supplied to messengers on the staff of the Viceroy or the Governors of Madras and Bombay at the charge of the household allowances. Those of the messengers of Lieutenant-Governors and the Political Department are paid for by the State according to existing arrangements. Also at the charge of the State they may be supplied to the messengers of a Chief Commissioner, Agent to the Governor General, a Government Secretariat, High and Chief Court or Judicial Commissioner, Board of Revenue or Financial Commissioner, and also to any establishment located on public grounds at a hill station; to all these they may be supplied every other year (though, in case of much wear and tear through travelling, the Local Government may grant them not oftener than once a year) at a charge of not more than Rs. 20 a head, except for jemadars and such petty officers for whom the limit is Rs. 40. But badges and belts may still be issued to all peons.

(*l.*) Every new building constructed by the Public Works Department is provided by that Department with fixtures, including, when necessary, record racks, shelves, punkhas, &c.; but the repairs of these fixtures, except in the general repair of the building, are not chargeable to the Public Works allotment. Consequently, such special repairs, together with the purchase and repair of furniture not comprehended in the pre-

ceding fixtures, should be paid for by the department concerned, and be charged in the contingent bill.

(*m.*) When an offender against the India Customs Act is punished by a Magistrate with imprisonment without option of paying a fine, the persons concerned may receive rewards at the rate of Re. 1 for each day's imprisonment allotted, provided that the rewards shall not exceed Rs. 50 for one prisoner, or Rs. 200 for any one case.

Chapter 6.—Miscellaneous Charges.

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Refunds.

1. The sanction necessary for refunds of revenue is regulated by orders of the Local Government. The original authority duly receipted, and stamped if necessary, can be used as a voucher (and in printed forms a space should be left for the receipt), or if the authority is that of the Local Government, or Board of Revenue, which is separately communicated to the Accountant General, the voucher might be of a form similar to Form 9. In all cases it is necessary that the original entry of the receipt in the accounts submitted by the treasury officer to the Accountant General be quoted, and, if this is not known to the officer ordering the refund, it can be supplied by the treasury officer upon information given by the former.

2. Refunds of fines are made under provisions of the law, and are made by an order on the treasury either in Form 9 or in some form giving the same information. In some places it is arranged that the payment can be made from the permanent advance, and recovered by the court from the treasury. (Refer to chapter 10, sections 1 and 2.)

3. Refunds of stamps by courts can be made in the same way as refunds of fines. Refunds by Collectors are usually regulated by departmental rules.

Cost of Land.

4. In all ordinary cases, claims on account of compensation for lands taken up for public works will be met out of the annual public works grant, but should be discharged by officers in charge of civil treasuries on presentation of bills audited by the Examiner of Public Works Accounts, and the payments should be charged in the civil accounts as remittances to the Public Works Department.

5. When, however, land is taken by compulsory process under Act X of 1870, or the amount of compensation is settled by private arbitration, payment should be made by the civil department on presentation of the formal award accompanied by a receipted bill.

6. Deputy Collectors or other civil officers specially employed in taking up lands will, in respect of the payments to be made for lands taken up, be regarded as public works disbursers (*vide* chapter 21), and be placed in funds by means of credit orders issued in their favor on the application of the Examiners of Public Works Accounts of the provinces concerned. They will make payments by cheques against the credits so opened, and render monthly to the Examiner an account of their disbursements for adjustment in the books of the Public Works Department. This arrangement must not be permitted to occasion any delay in the payment of admitted claims.

Discount on Stamps.

7. Discount upon stamps is allowed to certain classes of vendors under fixed rules, and is given by deduction from the purchase moneys. The practice as to finally passing it is different in different provinces: in some the vendors give receipts attached to a schedule in the treasury accounts, which is admitted upon the Collector's certificate; in others a classified bill for the discount is submitted to the Superintendent of Stamps for countersignature.

Commission to Registrars.

8. Commission to Registrars is drawn under departmental rules upon vouchers which exhibit the fees upon which the commission is claimed in such a form as to be capable of verification by comparison with the treasury accounts.

Jail and Police.

9. Charges for supplies to jails and police clothing charges are regulated by the rules for contingent expenditure, but should not be mixed up in the same bills with the ordinary office and other contingencies of these departments.

Departmental Payments.

10. Payments such as purchase of salt in the Salt Department, or purchase of stationery by the Superintendent of Stationery, are made under some general or special sanction. If not provided for by departmental rules, they should be made upon separate bills accompanied by vouchers and a certificate that they have been entered in the proper store accounts; the authority (unless it is a general one,) under which the purchase is made, should also be quoted.

Chapter 7.—Advances.

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Forms of drawing and repaying.

1. Advances may not (except in a few cases specified below) be drawn from a treasury without authority of the Government, which authority must be quoted in the voucher upon which the amount is drawn.

2. In repaying an advance, the slip presented at the treasury must state the original date and amount of the advance, or otherwise give sufficient particulars for its identification. If the amount repaid includes interest as well as principal, the interest must be separately specified, and if the repayment is a fixed periodical amount, including both interest and principal, the orders fixing the amount should be quoted.

It must be remembered that the calculation fixing the amount of equal periodical instalments, by which an advance is repaid with interest, presupposes punctual payment of the instalments, and that, if any instalment is not punctually repaid, the fixed instalments will not in the end discharge the loan.

A personal advance to a public officer may be repaid, either by deductions in his salary bill, or in cash; but in all cases the amount and date of the advance must be quoted. Remittance of the amount to the treasury where the advance was made is not necessary.

Sanction.

3. Advances of unusual character or of large amount always require the previous sanction of the Government of India, and no loan, even from provincial or local funds, may be made without such sanction.

But, when advances are made under Act XXIV of 1870 (Oudh Taluqdars' Relief Act), those only which exceed Rs. 10,000 require previous sanction of the Supreme Government, while smaller ones are to be reported by the Local Administration in a quarterly statement: advances made under this Act bear interest at 5 per cent.

Rate of Interest.

4. In the absence of the previous sanction of the Government of India, and subject to the provisions of the following rules, money advanced from the public treasury will bear interest at not less than 4¼ per cent. if advanced under the provision of any special law, and otherwise at not less than 6 per cent. Repayment will be made in equal half-yearly instalments, including both principal and interest, which will be fixed in the order sanctioning the loan.

Interest at 6 per cent. will be charged upon overdue instalments, except in cases in which this rate of interest is barred by the terms of any existing agreement applicable to the case. Such special cases should, however, be separately reported for the orders of the Government of India.

Advances for Land Improvement.

5. Advances made under the Land Improvement Act, 1871, are regulated by rules passed by each Local Government with the approval of the Governor General in Council under authority of the Act. Provision for these advances may be made in the estimates of each year, without further sanction by the Government of India, as follows :—

	Rs.
Governments of Madras, Bombay, and the North-Western Provinces and Oudh, each .	2,00,000
Government of the Punjab . . .	1,50,000
Governments of Bengal, Mysore, and the Central Provinces, each	1,00,000
Governments of Assam, British Burma, and Berar, each	50,000

If any Local Government or Administration wishes to make a larger provision than this, the previous sanction of the Government of India must be obtained. Sums thus provided in the estimates may be disbursed without any further orders by the Government of India than may, in any case, be required by the local rules under the Land Improvement Act. The yearly rate of interest fixed by these rules is one anna in the rupee, or 6¼ per cent.; but the Local Government may, if in any case it considers it expedient for special reasons,

reduce this rate to 4½ per cent., or remit due interest in excess of this rate.

Also, wherever the remission would involve a charge upon provincial and not imperial funds, the Local Government may remit, at its discretion, any portion of an advance made under the Land Improvement Act, 1871, which may be found to be irrecoverable.

Local Public Works Loans.

6. The powers of the Local Government, under the Local Public Works Loan Act, 1871, are regulated by rules published under the Act by Notification No. 3761, dated 18th October 1873.

Advances in cases of distress.

7. Besides advances under the Land Improvement and Local Public Works Loan Acts, it sometimes becomes necessary to make loans of public money for the relief of persons suffering from some temporary calamity—as, for instance, the destruction of houses or crops or seed-grain or agricultural stock by some calamity of season, or by fire or flood,—or for some miscellaneous object. The Local Governments are authorized to advance money in such cases at their discretion within the following limits :—

	Limits of each advance.	Limits of all advances during the year.
	Rs.	Rs.
Governments of Bombay and Madras	2,500	25,000
Lieutenant-Governors . . .	1,000	10,000
Chief Commissioners . . .	500	5,000

The yearly rate of interest upon such advances should ordinarily be, as for advances under the Land Improvement Act, one anna in the rupee, or 6¼ per cent.; but the Local Government may, at its discretion, for special reasons make such advances at a lower rate of interest, or even without interest, or remit any part of the interest due upon such advances. It is not necessary generally to make any provision in the estimates for this class of advances, the amount of which is never likely to be large, and cannot ordinarily be foreseen.

Conditions of repayment.

8. The following general rules should apply, as far as the law and existing regulations allow, to all the advances to which reference is made in the last three paragraphs:—

(*a.*) The advances should be repaid in not more than twenty equal half-yearly instalments, including interest.

It will be optional with each Local Government and Administration to fix its own dates for the payment of the half-yearly instalments. (F. D. 1361, dated 25th June 1877.) Instalments paid before the completion of the half-year will be taken entirely to principal, unless, of course, any interest for a preceding half-year is overdue. Interest for any shorter period than a complete half-year will be, number of days ÷ 365 × rate of yearly interest.

When a loan of public money is taken out in instalments, the first half-yearly repayment shall not be demanded until six months after the last instalment is taken; meanwhile simple interest only shall be charged. But, should it appear that there is undue delay on the part of the debtor in taking out the last instalment of a loan, the Local Government may at any time declare the loan closed, and order repayment of capital to begin. The Accountant General should bring to notice any delay that appears to him to require this remedy.

The last preceding orders apply universally, but if, in any case, particular dates in the calendar have been fixed for the payment of interest, or for the repayment of instalments of debt, then such repayments should not begin until the second of the half-yearly dates so fixed, after the loan has been completely taken up, simple interest only being recovered on the first half-yearly date after the completion of the loan. For example, interest is recoverable on a loan advanced under the rules made by Notification No. 3761, dated 15th October 1873, issued under section 4 of the Local Public Works Act, and it is payable under Rule X (*b*) on the 30th June and 31st December. Supposing such a loan to be completely taken up on the 31st March, the first half-yearly instalment in repayment of principal will not be due until the 31st December following. Simple interest only will be due on the intermediate 30th June.

(*b.*) Temporary advances to municipalities should be repayable in not more than twelve months.

(*c.*) A penal rate of compound interest, not less than 6 per cent., should be enforced, as far as the law allow, upon all over-due instalments of interest, or of principal and interest; and this should not be lightly remitted.

(*d.*) Any default in the payment of interest upon a loan of public money, or in the repayment of the principal, should be promptly reported by the Account Department to the Local Government, and, if the loan was sanctioned by the Governor General in Council, to the Supreme Government. A Local Government receiving such a report should, in the case of a loan sanctioned by the Governor General in Council, immediately explain the circumstances to the Government of India in the Home, Revenue, or Public Works Department, as the case may be, and the steps which it has taken to remedy the default.

House-building advances.

9. Advances to public officers for house-building must be regulated, as heretofore, by the rules in Resolutions No. 3123, dated 25th August 1871, and No. 5206, dated 26th August 1874.

These advances bear no interest. In F. D. 291 of 17th January 1870, the Government of India ruled that even ministerial officers may, when it is absolutely necessary, receive such advances, though this application of the rule should be strictly exceptional, and advances only granted with great caution and only when accommodation is not otherwise available. (As doubts are sometimes entertained as to the exact meaning of the term "ministerial officer," it may be as well to mention that this ruling was published on an application for an advance to the Head Assistant in a Commissioner's office.)

Miscellaneous advances.

10. Other cases of advances are specified below:—

(*a*) Made in the Forest Department for purposes other than the pay of a particular officer or a particular work;

(*b*) To a forest officer removed, if to be recovered by instalments.

Cases such as (*a*) and (*b*) cannot occur in the civil accounts when the Forest office of account is separate from the civil account department.

(*c*) An Accountant General may authorize an advance to a junior covenanted civil servant on his first arrival in India, or to an officer on return from leave and requiring such assistance in order to enable him to rejoin his appointment, to the extent of his pay for the current month and one month more, but not exceeding,

on the whole, Rs. 1,000. Such advances are recovered by monthly instalments of one-third of salary; and will be advised upon the officer's last pay certificate.

(*d*) For boundary pillars in cases where their cost is recoverable from the landowners.

(*e*) Under special orders of a Local Government subject to adjustment by the officers receiving them.

The Government of India has ruled in its own case that its departments proceeding on tour shall not draw simple advances to meet expenditure, but shall in their receipts *specify on what account the money is required,* so as to admit of their adjustment as final charges. By similar orders Local Governments would avoid what is now the most common class of these special advances.

(*f*) For purchase of opium for the Excise Department (where it is not supplied from Bengal).

The following rule indicates the treatment of these advances in the account office:—

The cost price of opium purchased will be charged as an advance under a special detailed head, but the bills submitted will be checked with the same care as if the charge were being taken against the service head direct. If the year's supply be not laid in at once, and the price be likely to vary, the controlling officer of the province should name at the beginning of each year an arbitrary rate representing as nearly as possible the probable average; credit at this rate for all opium sold will be given to this head, and the balance taken to "Gain on sale of excise opium" under IV, Excise, to which will also be taken the entire proceeds of any excess found in the stock. Credit at this rate will also be given to the debt head for the amount lost by dryage and wastage during the year, by debit to "Loss on sale of excise opium" under 6, Excise.

(*g*) Without special authority, to an officer proceeding on tour, to an amount sufficient to cover his tour charges for a month; subject to adjustment upon his return to head-quarters, or upon 31st March, whichever may take place sooner.

(*h*) Without special authority, to a treasury officer or district superintendent of police, for expenses connected with a remittance of treasure, to be adjusted when the duty is completed.

11. Advances for law-suits to which Government is a party are treated as final charges, not as advances recoverable, and are to be drawn and accounted for as contingent charges.

Chapter 8.—Bills and Remittances.

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1. Orders upon other treasuries can be obtained in two forms,—(1) Supply Bills, (2) Remittance Transfer Receipts. The former are issued for purposes of resource, and, when they are advertised as available at any treasury, they may be obtained on application at the rates mentioned in the advertisement. The latter are issued only under special conditions as follows.

Limit.

2. No transfer receipt should be granted for less than Rs. 5 save for public purposes, or when money orders are not to be had, or when it is required for a sepoy's remittance, or for a remittance on account of a service fund. And the limit of transfer receipts obtainable for private purposes is, in all cases but that of a sepoy proceeding on leave, the amount of a month's pay and allowances of the remitter.

It will be clearly understood that military officers in civil employ cannot be allowed transfer receipts for private purposes, even though they receive, on account of military pay, an excess over the consolidated salary of their post, and even though that excess be remitted by a paymaster's draft.

Conditions of Issue.

3. By treasury officers to persons in the Civil Department at par—

(*a*) to all civil officers for *bonâ fide* public purposes, to be clearly stated in the application;

Officers requiring transfer receipts on public service will submit with the cash a formal application certifying that the bill is wanted exclusively for public purposes, and describing the object of the remittance; if the treasury officer doubt whether the object is

really public, he should state his doubt to the applicant, or take the orders of the collector. On grant of a transfer receipt, its number should be noted on the application, which should then be posted in a rough file book of such applications arranged in the order of receipt. Questionable grants should be reported to the Accountant General in order to the issue of instructions for future guidance.

Remittance to public officers of their pay and allowances is not ordinarily a *bonâ fide* public purpose. A gazetted officer can, on proper documents, draw his pay and allowances at any treasury, and no remittance is required. A non-gazetted officer can only draw leave allowances at the treasury from which his salary is disbursed (C. L. C., 23 *c*), and he must make his own arrangements for drawing it there; it cannot be remitted to him by transfer receipt.

Remittance on account of contingent expenditure incurred in another district is also forbidden. See Chapter 5, 22.

Regarding issue of transfer receipts in part payment of the salaries of an establishment moving with an inspecting officer, see Chapter 1, 8.

(*b*) to judges, for remittance to the court to which payment is to be made, on account of costs of suit, and all sums realized in execution of decrees of other courts;

(*c*) to magistrates on account of remittance of proceeds of estates, property, &c., belonging to deceased police officers;

(*d*) to other heads of offices for remittance to the Administrator General of proceeds of the estates of other Government servants;

(*e*) to shipping masters at out-ports, in favor of the Master Attendant to whom they are subordinate, for the money realized on account of estates of deceased seamen, in order to its remittance to the Board of Trade;

(*f*) to public officers who have the duty of laying dâks, on account of deposits made by parties travelling by dâk;

(*g*) to Secretaries of the Service Funds for *bonâ fide* purposes of the funds and to subscribers having occasion to make a special remittance to the Secretary;

But the ordinary subscriptions to the funds taken by deduction from pay are not remitted by transfer receipt;

(*h*) to college, school and other local committees appointed by Government, when shown to be necessary;

(*i*) to postal officials on account of premium payable to Guarantee Societies;

(*k*) to native officers and men of the police battalions and police constabulary, for remitting money to their families in the form, and on the terms, provided for sepoys' remittances (see Rule 13), the heading of the descriptive roll at the back of the transfer receipt being altered by hand to suit the case: this rule is not applicable to men of the thuggee and dacoity establishments;

(*l*) to the Secretary of the Government Presidency Savings Bank for repayment of sums withdrawn from the Bank by depositors in the mofussil; and to the Secretaries of District Savings Banks transferring a depositor's account to another Bank;

(*m*) to Chaplains to the amount of, and in part of, their monthly pay bills, at the time of their presentation, but not in exchange for cash, on any treasury of the Presidency in which they are serving.

Where civil chaplains are paid by cheque at a Presidency town, they should send their application to the Bank with the cheque and with a certificate that the receipts required are in part of their monthly pay.

Special orders have also sanctioned, with limitation, the issue of transfer receipts in exchange for cash:—

(*n*) on behalf of the Calcutta Diocesan Additional Clergy Society, by the Bank of Bengal, Calcutta, on any treasury within the Presidency of Fort William, or by any treasury on the Bank of Bengal, Calcutta;

(*o*) by the Bank of Bengal, Calcutta, or any treasury, for remittance of the salaries of army scripture readers;

(*p*) by any treasury in the Bombay Presidency on the Bank of Bombay, Bombay, for remittances to the central book depôt there;

(*q*) by the Ratnagiri treasury to the Political Superintendent of the Sawantwari State for the public purposes of that State;

(*r*) by any treasury on the District Treasury at Jubbulpore, in favor of the overseer or manager of the Thuggee School of Industry, to all persons having occasion to make payments for articles supplied by the school.

4. By treasury officers to persons in the Civil Department at a premium—

(*a*) to Collectors, or Court of Wards, in Bengal or elsewhere, on all treasuries, at 1 per cent. premium for remittance of sums belonging to Wards' estates;

(*b*) to the Administrator General on all treasuries in Bengal, at 1 per cent. premium, for remittance of sums belonging to estates under his charge;

(*c*) to all officers in civil employ on the Presidency Bank (or its Branch) at the capital of their presidency, at ½ per cent. premium, on issue of pay, to the extent of their monthly salaries, for sums not less than Rs. 150;

Military officers in civil employ can obtain transfer receipts under this rule.

Officers employed in British Burma may be allowed transfer receipts under this clause, either on Rangoon, or Madras, or Calcutta, as they may elect, but not on more than one place.

(*d*) to persons having to pay an instalment of land revenue in another district. A single transfer receipt only can be granted to one remitter for each instalment; the particulars of the properties on account of which the money is remitted must be carefully detailed on the reverse, and the form filled up thus:—

> Received from A B, on account of C D, proprietor, the sum of Rs. ——— on account of land revenue demands, to be transferred to his credit under land revenue, as per particulars on reverse, at the —— treasury.

The terms of issue of these transfer receipts differ under orders of the Local Government: in the Lower Provinces of Bengal a fee of two annas on each hundred rupees or part of Rs. 100 is charged for transfer of sums not exceeding Rs. 500 for one remitter, but Re. 1 is charged for any larger sum up to Rs. 1,000, and for every further fraction of Rs. 1,000; but the East Indian Railway is exempted from this charge in cases where it has to pay revenue of class C lands.

If the Revenue Board, or similar controlling authority, choose to dispense with actual remittance, arranging in some other way for announcement of the receipt to the district in which it should properly have been credited, it can also dispense with the fee; but actual remittance is necessary when the treasury in which the cash is actually received under a different Government from that including the estate on account of which the instalment is paid. The fee to be levied in case of such receipts on account of estates under

another Government will ordinarily be that levied in the province in which the cash is actually received; if no fee be there payable, charge should be made on the plan of Bengal.

Local cesses on land to be paid in another district may be remitted in the same way as land revenue; but ordinarily *one* receipt only, for all cesses and all land revenue together payable on all his lands, will be granted to one remitter on account of each periodical instalment.

(*e*) to persons applying for transfer receipts on the Naib Tahsil at Pahlampur, in the district of Kangra, Punjab, at 1 per cent. premium.

5. By treasury officers on account of officers in the Military Department, for cash received—

(*a*) for a private remittance on a treasury situated in a Presidency on which the circle paymaster is not dependent for funds;

The cash must be tendered with a certificate from the circle paymaster to the effect that the amount forms a portion of the applicant's pay and allowances, and that he is entitled to a privilege transfer receipt.

(*b*) to European commissioned officers for the value of a named bungalow sold, on the application of the vendor or purchaser, the designation "vendor or purchaser" being appended to the applicant's signature;

(*c*) to regiments or a committee of officers, for mess or regimental purposes;

A certificate from the commanding officer that the remittance is *bonâ fide* for the purpose stated must accompany.

(*d*) to an officer suddenly leaving a station, on the station to which he is proceeding, and for an amount not exceeding his monthly pay and allowances;

A certificate from the paymaster, circle or regimental, that the applicant is entitled to a transfer receipt, must accompany.

(*e*) to military officers and men, and to chaplains and medical officers attached to the army, to the extent of monthly pay and allowances, when absent on leave or duty from regimental head-quarters;

Certificate as with the case *d*.

(*f*) to His Excellency the Commander-in-Chief and officers of the head-quarters staff, and clerks attached thereto, to the extent of their monthly pay and allowances, including staff salary.

(*g*) to brigade majors and other station staff officers, at 1 per cent. premium, on remittances to be made under award of a Military Court of Requests;

In the case of remittances under this rule, it will generally be necessary to deduct the amount of premium from the sum tendered for remittance. Whenever this is the case, the calculation of premium at 1 per cent. must be made by dividing the amount tendered by 101. Example,—out of Rs. 517-3-9 the transfer receipt will issue for Rs. 512-1-10, and Rs. 5-1-11 will be carried to account as premium.

(*h*) for *bonâ fide* public purposes to be stated in the applications (3*a*, note).

6. By treasury officers on account of officers in the Military Department, without payment of cash—

(*a*) in the case of British regiments of infantry and cavalry, for public purposes, in part of any of the regimental paymaster's cheques, and for private remittances of officers and men in part payment only of the advance drawn on the 25th of each month. As none of these receipts is transferable, the name of payee as well as remitter must be given in the application;

(*b*) to military officers at stations where there is no circle paymaster, in liquidation of drafts or transfer receipts, whereby the paymaster has remitted pay and allowances.

On a representation that military officers at Dugshaie and Subathoo had frequent need to make payments at Simla, on which treasury their regiments are dependent for funds, and on which, therefore, they cannot obtain transfer receipts, it was arranged that the paymasters should send to the treasury officer a statement of the sums to be paid at Simla, naming the payees, whether private persons or a bank, and at the same time furnish each officer requiring money to be paid at Simla with an order or certificate specifying that "the treasury officer has been requested in Statement No. dated to retain Rs. A. P. for payment on presentation of this order to ."

The treasury officer would charge the total amount of the paymaster's cheque, retaining the amount of the statement for payment to the parties named, and issuing the remainder to the paymaster. Afterwards the paymaster's statement with the orders (to which the several parties should attach their receipt for the contents) should be sent to the paymaster by the treasury officer.

When a detachment of a European regiment is serving at a distance from its head-quarters, the regimental paymaster may obtain transfer receipts, in exchange for cash, on the treasury of the district in which the detachment is serving, but will in his appli-

cation (*see* note following paragraph 3*a*) state that the remittance is being made to a detachment of the corps in urgent want of funds at the station drawn on.

By Circle Paymasters.

7. Circle paymasters will never draw transfer receipts upon each other, but may grant them upon any civil treasury in the Presidency in which they are themselves located, or one in which troops dependent on them for funds are stationed—

(*a*) for *bonâ fide* public purposes;

(*b*) for private remittances of staff and local officers, and of officers, commissioned and warrant, of native regiments, and of sepoys, including native officers, and of all fighting men whose names are entered in the muster roll, but not of officers on the pension establishment, non-combatants or ordnance drivers other than drivers of light field batteries. Non-combatants, however, within the *old* Rawalpindi circle of payment have been specially allowed the indulgence of obtaining transfer receipts in the same manner as fighting men.

8. Private transfer receipts under Rule 7 (*b*) can be issued only at the time of payment of allowances, and in liquidation thereof, and not in exchange for cash separately tendered, save in the case of a sepoy proceeding on leave, when a receipt may be granted for reasonable savings from pay, provided that the savings are for a period of not more than a year from the date of the last receipt issued.

The commanding officer will send with the pay abstract a list of transfer receipts required in part payment thereof, naming the remitters and payees; and the receipts will be returned to him, an advice list in Form 10 being forwarded by the Paymaster to the drawee by post of the same day. (See also Rule 15, &c., for sepoys' remittances.)

The privilege remittances of military officers are limited to the pay and allowances of regimental officers of their rank, with the exception of officers of the Bombay Establishment, and those on the head-quarters staff of the army, who may remit to the extent of their monthly pay and allowances including staff salary.

9. In the case of sepoys' remittances, if the number of remittances to the same treasury is considerable, the commanding officer may, if he prefer it, obtain a single

transfer receipt, including the whole of the remittances. The paymaster's list, Form 10, would specify each separate item, as well as the total of each receipt.

10. To transfer receipts drawn, under paragraphs 6 and 7, on the Amritsar Treasury for the pay of officers on leave in Kashmir should be appended a printed slip in the following terms:—

"This transfer receipt is payable only to the person named in it or to his authorized agent."

If payment be desired through the agency of a native banker who does not hold a power of attorney, a letter in the following terms must be addressed to the Agent of the Bank of Bengal at Amritsar and sent direct to him (pre-paid), and a duplicate of the letter given to the banker or his agent or representative for presentation with the transfer receipt, which must, however, also bear the signature of the payee:—

"SIR,

No.
Date
Drawn by
On Amritsar Treasury in favor of

I request that you will pay the amount of the transfer receipt, of which particulars are given in the margin, to

I have, &c.,
Payee.

To
THE AGENT OF THE
BANK OF BENGAL, AMRITSAR."

It must be understood that the concession does not extend, beyond the single case noted, either to other treasuries or other bills or other payees.

Issue of Duplicates of Bills.

11. When satisfactory evidence has been given that a bill has been either lost or destroyed, and application is made within a reasonable period after issue, a duplicate may, without reference to the Accountant General, be granted to the party who obtained the original, or to the payee, or the legal representative of either, but to no other person. If the bill should not have been presented for payment within three months, it will be necessary for the applicant to produce a certificate of non-payment from the drawee; the issue of this certificate will, of course, be no bar to the payment of the lost bill, if presented before the duplicate is paid.

Cancellation and refund.

12. No bill can be cancelled without surrender of the whole set. Thus, if a duplicate or a triplicate have been issued, the bill can be cancelled only if the original,

together with the duplicate (and the triplicate if issued), be surrendered. Consequently no refund can be made on a lost bill; a duplicate must be obtained and payment taken at the treasury drawn on.

13. *All* parts being surrendered, it may be cancelled and its amount refunded at discretion of the treasury officer, on the application and receipt of the remitter in the case of a public service transfer receipt, and of the payee in the case of a supply bill or private transfer receipt. If in either of the latter cases the receipt of the payee cannot be obtained, the remitter's application for cancellation, with explanation of the reasons for his request, and of the difficulty in the way of obtaining the payee's signature, should be submitted for orders of the Accountant General. Although no difficulty should be made about cancellation of public service transfer receipts, it must be clearly understood that either of the other classes can be cancelled only as an indulgence, and for cause shown. No premium which has been levied can be refunded; but if, under any very peculiar circumstance, it is thought advisable to cancel a supply bill on which discount has been allowed, the amount of discount must be deducted and no more refunded than the net amount received on the bill.

The rules applicable to cancellation of a sepoy's remittance receipt are given in paragraph 18.

Exchange.

14. A treasury officer will grant a transfer receipt in exchange for one drawn on him—

if on the *public* service, only if the payee be a public officer and require the receipt to be exchanged for reasons to be stated in his application;

if for a *private* remittance, only if the payee have been removed to the neighbourhood of a treasury different from that originally drawn on.

A supply bill cannot be exchanged.

A bill is said to be exchanged when the payee, being unable to appear and take payment in cash, applies for a new one, endorsing the original "Received payment by transfer receipt on ." If he can appear and take payment in cash, his obtaining a new bill with the cash paid on the old one is a matter to be disposed of under ordinary rules.

Transfer Receipts to Sepoys and Policemen.

15. On the back of the transfer receipt is a form of descriptive roll intended for the case of sepoys' and policemen's remittances. In these cases the commanding officer should fill up and sign the descriptive roll and then forward the receipt to the treasury officer on whom it is drawn with a receipt in Form 11, which, signed by the payee, will be returned to the commanding officer by the treasury officer for the satisfaction of the remitter. A copy of the roll should at the same time be forwarded by the remitter to the payee with the words "Family Remittance Roll" conspicuously written on the cover.

In the case of a consolidated transfer receipt (under Rule 9), including several payees, the descriptive roll must be separate from the transfer receipt, as it must be long enough to contain descriptions of all the payees. The separate receipt, Form 11, should also be consolidated, so as to show in columns 1—Name of remitter, 2—No. of his company, 3—Amount of remittance, 4—Signature of payee.

The "commanding officer," in the case of a policeman, is the district superintendent of police; and, according to the rules in force in the lower provinces of Bengal, this officer will send a copy of the descriptive roll to the district superintendent of police of the district in which the payee resides, who will call on the payee to appear, and, if satisfied as to his identity, will deliver the roll to him with instructions to present the same at the treasury and receive payment. Such drafts to policemen will be advised by the treasury officer in the usual advice list.

16. These receipts are payable only to the parties described in the roll, and, if they are in favor of a sepoy, intimation must be given to his commanding officer, who will furnish a certificate of identity to enable him to obtain payment. In cases of doubtful identity, payment may be made at discretion on security. Payment may, however, be made to the payee's regimental staff officer, should the sepoy be absent or unable to attend the treasury and have endorsed the bill, or should he be dead, but not otherwise.

17. If the payee's corps have been removed to another district under the same Local Government, the treasury officer on whom it is drawn may transfer the receipt by assignment to the treasury officer of that other district, by whom it will be paid in accordance

with the above rules. Notice of such assignment and payment should be immediately given to the drawer of the receipt by the treasury officer by whom it is paid.

If the payee's corps have been removed to another province, *e. g.*, from Cawnpore in the North-Western Provinces to Dinapore in Bengal, the receipt should be returned to the remitter for cancellation.

Lapse of Sepoys' receipts.

18. Should no application for the payment of the receipt be made within one month of its arrival, the treasury officer must give notice to the payee. If the receipt remains unpaid at the expiration of six months from the date of issue, it should be cancelled in the remittance list recorded in the office of the treasury drawn upon, and the uncurrent receipt returned to the drawer for the issue of a fresh receipt, or for the refund of the amount, as may be required: if the payee afterwards apply for payment, he should be directed to address the remitter. Should such a receipt, whether original or duplicate, be lost in transit, report should be made to the local Accountant General, who will decide the case specially on its merits, sanctioning refund to the person indicated if it appears right. When the bill is six months old, and therefore void, there need be no hesitation in permitting refund on production of a non-payment certificate from the treasury on which it was drawn.

It has happened that an uncurrent receipt returned under this rule has reached the remitter's station after he has left it on furlough; in this case its amount may be refunded on the receipt by his commanding officer signing *for* the remitter, and also certifying that the remitter's signature could not be obtained, in consequence of his being absent on leave from which he would not return for some weeks.

Treatment of consolidated Sepoys' receipts.

19. When a consolidated transfer receipt (Rule 9) is received, the treasury officer will disburse the amount, and pay to each payee in attendance the amount remitted, taking his acknowledgment in the form of receipt (Rule 15, note); the balance unpaid will be placed in deposit, and disbursed as the payees attend. Those who have not attended within one month will be warned as directed in Rule 18.

As soon as all the payees have attended and been paid, the treasury officer will return the payees' acknowledgments to the commanding officer. If any part is still unpaid after six months from the date of the remittance, the balance unpaid will be remitted, by transfer receipt, to the paymaster, and the acknowledgments so far as received sent to the commanding officer, with the information that the unpaid amounts (enumerating them) have been returned to the paymaster.

Chapter 9.—Budget.

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Responsibility.

1. The responsibility for all the estimates for the coming year, especially those of charge, lies upon the Local Government, and they are accepted by the Government of India as the estimates, not of the local Accountant General, but of the Local Government; and for any error or failure in the estimates the Local Government is primarily accountable. An Accountant General is bound to place the Local Government in possession of all the facts which he can supply, and (so far as he is permitted to do so) of his opinion and advice bearing upon the estimates; but he will not enter, or alter, any figure in his estimate without sufficient authority from the Local Government. (*F. D. 43 of 6th Jan. 1871.*)

Forest estimates are reviewed by the Government of India (in the Department of Agriculture, &c.) before their figures are passed into the local budget.

Preparation.

2. No minute rules can be laid down for the collection of local details and for the estimates of revenue and charge, as each Local Government has power to make such arrangements as may seem to it best; only every head of an office will prepare a *complete* estimate, including both the salaries and the contingent charges of his establishment; thus the treasury officer may not be called on to prepare the estimate for the civil courts and all other offices in the district, nor may the local estimate be for the variable charges only.

"What are called fixed establishments are not irrevocably fixed for all time, and should be brought under the formal review of heads of departments from time to time; even when there is no thought or intention of making any change in establishments, it would still seem to be desirable that heads of departments should review the entire estimate of the requirements of their departments."

3. The following are the chief rules for the preparation of the budget estimate :—

(*a*) It should be for what is expected to be actually received or paid (under proper sanction) during the year, not for the demand or the liabilities falling due within the year.

(*b*) For fixed charges the detailed estimate should show the full amount of the sanctioned scale, and, where it is found by experience that a saving will arise from absence or other cause, a lump deduction may be made.

(*c*) The columns of numbers must be carefully checked; the rate of pay should be stated whenever possible, in order to admit of verification with the column of charge.

(*d*) Opposite every item of fluctuating charge, such as travelling allowances, contingencies, official postage, and the like, note in red ink should be made of the actual expenditure of each of the three years last past, together with a brief explanation of any abnormal variation.

(*e*) Arbitrary distinctions must not be made; it is expected that, where details are shown, they are the result of a comparison of at least equally detailed subordinate estimates with similar actuals.

(*f*) No new charge may be included in the budget until sanctioned by competent authority, but a note may be made at the end of the budget (with explanation) of any fresh charge that is expected to be sanctioned and to come in course of payment during the year to which the budget relates.

It not unfrequently happens that an establishment, or some special allowance, is sanctioned for an official year, and the charge for the last month of the year only becomes due when the new year has commenced, and must be taken against the grants of that year; provision should be made accordingly.

(*g*) Every department will provide for the whole receipt and charge with which it deals finally; thus the Public Works Department which collects Irrigation revenue will estimate for it.

(*h*) As charges for the freight paid in India on stores received from England will be borne by the department against which the cost of the stores is charged

in the home accounts, provision will be made in the departmental estimate.

(*i*) The estimates of a Government press should be prepared after communication between the Superintendent of the Government Press and the several heads of departments. In Calcutta, the Superintendent of the Government Central Press will send to each head of a department a classified memorandum of the actual expenditure of the past two years, and an estimate of the future charge will then be returned and provision made in the budget.

Communication of Sanction.

4. Immediately on receipt of the detailed budget, as passed by the Government of India, the Accountant General will send extracts to all disbursing and controlling officers, showing the amounts allowed for the contingencies of every office.

There is no need to communicate sanction for fixed charges, or for refunds, interest, or travelling charges.

The Accountant General need not notify any grants to the treasury officers.

If the forms for preparation of the next budget be used for the communication of sanction of the current one, the figures to be shown in the column of budget estimate in the receipt portion should be those accepted by the local authorities for each district; it is not necessary to make a laborious re-distribution of the figures finally accepted by the Government of India.

5. The grants as made by the Supreme Government are for the service of a whole department, or, as the account phrase goes, for *major* heads. With the district distribution of the grant the Supreme Government does not concern itself, nor does it interfere with the transfer of an ascertained saving on one section of a department to meet new wants of another. But the Accountant General should not report as available for re-distribution a saving on one minor head when the grant for the major head as a whole is likely to be exceeded.

Expenditure not provided for.

6. Expenditure which cannot be met from the grant made at the beginning of the year for the service of the department to which it appertains, requires, *ipso facto*,

and apart from all other rules, the sanction of the Government of India. Whenever application is made for such sanction, specific information must be submitted of the extent to which the original assignment for the department will fall short of what is required, as follows:—

Amount of grant for the department or major head to which the application appertains.	Amount now applied for.	Total amount now expected to be spent on the department affected during the year.

N. B.—If the amount entered in column 3 differs from the sum of the amounts shown in the first and second columns, explanation must be given.

Sanction to an application of this nature is to be held to authorize the expenditure during the year upon the department concerned of the sum entered in the third column. (*F. D. 3922, dated 29th December 1870.*)

7. Save for exceptional reasons, expenditure for which no provision has been made in the estimates of the current year should not be proposed, and cannot be sanctioned; in the absence of special arguments, the Government of India assumes that any expenditure proposed is intended to have effect from the beginning of the following financial year, and not earlier.

Whenever, therefore, a proposition is made under the last rule, the fact that provision has not been made for the desired expenditure in the estimates should be prominently set forth, as well as the particular reasons why it is, nevertheless, considered indispensably necessary that the outlay should be immediately incurred, and should not be postponed to the next financial year. Explanations should also be invariably given why the need for the expenditure was not foreseen in time to obtain sanction for its inclusion in the estimates. (*F. D. 1959, dated 31st July 1873.*)

8. Regular provision should be made in the estimates for all advances which can be foreseen (see Chap. 7, para. 7), and which are not repayable within the same

year, and no advance is to be made without the special sanction of the Government of India, unless funds have been duly provided in the estimates and sanctioned by the Governor General in Council.

An Accountant General asked on what data and under whose sanction provision should be made in the cash requirement estimate for the advances required; he was told that the sanction of the Local Government would cover him in making the entry, and that the acceptance of the estimate by the Government of India would be held to sanction the *provision*.

Inevitable payments.

9. The want of provision in estimate does not operate to prevent payment of any sums really due by Government, nor the want of sanction to prevent record of any actual payment.

Money indisputably payable should never be left unpaid; and money paid should, under no circumstances, be kept out of the accounts a day longer than is absolutely necessary. It in no way promotes economy to postpone inevitable payments, and it is an object of very great importance to ascertain, liquidate, and record the payment of all actual obligations at the earliest possible date.

Chapter 10.—Fine and Stock Accounts.

Fine Returns 1
Stock Book 3
Annual Return 4

Fine Returns.

1. In the case of fines, the duty of checking the receipts is laid upon the Accountant General, to whom a monthly memorandum of all fines realized, and of all remittances of fines to the treasury, should be transmitted by every court having the power to fine.

Fines which, under competent authority, are credited to a municipal or other local fund, will be excluded from this return.

2. In order to secure that returns are received from *every* court having such power, it will be convenient to arrange for their collection by the head of every department in the district (the Collector, the Judge, and the Magistrate), and their transmission by that officer. If it be more convenient for him to embody all in his own return, there is no objection to his doing so, but the collective return must be based on the records or accounts of the courts, and not on those of the treasury, though it should be compared with the treasury figures before being despatched. The best means of ensuring this comparison will probably be for the court to despatch its return through the treasury officer who will certify to the agreement with his books, or will have the return corrected by the court before he transmits it.

If precautions are at present taken against double refunds of fines, or refunds of fines not actually paid into the treasury, a simple memorandum of the collections of each court, and of its remittances to the treasury for check with the treasury credit, would suffice; in the absence of such precautions, a detailed list of the fines collected and paid into the treasury must be transmitted in order to facilitate check in case refunds are claimed. The form of the return will be settled by the Accountant General.

If the several courts submit to any controlling officer returns of the fines imposed, the returns of the realizations may with advantage be despatched to the Accountant General under flying seal through the said controlling officer; but, if this course be found to cause delay, the Accountant General should, instead, send to

the controlling officer a memorandum of the monthly credits which appear in the treasury account.

Stock Book.

3. A stock book in the subjoined form will be kept by every civil officer, showing the ordnance, European and other stores and movable property in his custody, with the exception of ordinary office furniture (such as benches, tables, racks, wooden and tin boxes), books and articles of petty value, stores (such as stationery) supplied for consumption, and stamps, opium and other stores supplied for sale, for the audit of which there are independent arrangements.

Stock Book of the *of* *District.*

Date of receipt.	Name of articles with description.	No. of pieces.	Cost.	Initial.	Date of disposal.	Value realized.	Initials.
	This form should be ruled on ordinary foolscap.						

In case of stock on hand at the opening of the original register, it is only necessary to give date of receipt for tents and other articles which are renewed after fixed periods.

Of muskets and similar articles, large numbers may be received at one time; a column for number has therefore been provided; and, if all are not returned into store at once, the number returned at each time should be noted in the column of date of disposal.

If the value credited by the Ordnance Department for returned stores be not known to the officer who returned them, the column of value realized will be blank in his register, but in the Accountant General's copy the value will be entered from the inwards account current.

In the columns provided for initials, the initials of the head of the office will be set against each entry in the original register; in the copy filed in the Accountant General's Office the entries will be initialed by the clerk responsible for making them, who also should note the number of the voucher and the name of the account from which the item is taken.

Implements used in a jail manufactory, except such as are of petty value, should be duly included in the stock book. Surgical instruments, for the audit of which independent arrangements exist in the Military Department, need not be included in the stock book.

Instruments issued by the mathematical instrument department must be brought on the stock book, and shown in the returns.

Annual Return.

4. A copy of this register showing the stores in hand on 31st March 1876, under the signature of the head of the office, was ordered to be sent to the Accountant General, and each year a memorandum showing every increase and decrease has to be sent. Every fifth year (1881, 1886, &c.) a complete return signed by the head of the office, and showing the property as it then stands, must be submitted.

CIVIL ACCOUNT CODE.

PART II.

Treasury Procedure.

CIVIL ACCOUNT CODE,

PART II.

Chapter 11.—General Procedure.

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NOTE.—Rules 11, 12, 13, 19, and 20 of this chapter do not apply to Madras and Bombay, which still compile classified accounts. The Accountants General have been requested to draw up other rules in substitution for these.

Responsibility.

1. The treasury is in general charge of the district officer, to whom the Accountant General directs all communications regarding treasury work.

2. The Government has repeatedly ruled, that the appointment of a subordinate to the immediate charge of a treasury in no way relieves a district officer from responsibility. This responsibility extends not only to the security of the cash balance with the stamps and opium, and the immediate detection of any irregular practice on the part of the subordinates, but also to the correctness of the returns and the punctuality of their submission, and to implicit obedience of the treasury officer to the instructions issued from the account office.

The several Local Governments have been requested to lay down in writing the responsibility of the district and treasury officers respectively.

3. District officers should remember that, when an irregularity of any kind is brought to their notice by the Accountant General, nothing but a report on their own knowledge after personal investigation can be considered satisfactory; it is not enough for them to pass on the explanation of a subordinate; reports prepared in this manner have more than once by lulling suspicion led to greater irregularity afterwards.

Division of Departments.

4. The treasury is divided into two departments, that of the accounts, under charge of an accountant, and that of the cash, under charge of a treasurer. The bulk of the treasure remains under double keys of the treasury officer and of the treasurer; and the treasurer may not hold in his separate custody a sum larger than is necessary for the convenient transaction of the Government business, or larger than the security given by him. The sum so held should be seen and roughly verified by the treasury officer every night.

In giving out money from double-locks, whether coin or notes, the bags or parcels longest held should be given out first.

Receipt of Money.

5. The memorandum with which money is presented to be paid in (Chapter 1, Rule 2) will be handed first to the accountant (treasury clerk), who, if there be no objection to the receipt of the money, will sign it. Next, the person making the payment will present it with the cash to the treasurer, who will count and test the money, enter the amount in his own book, and sign the slip, which will again go to the accountant in order to the preparation of a formal receipt for the treasury officer's signature; such a receipt only will be a proper acquittance.

Receipts for sums less than Rs. 500 do not require the treasury officer's signature. All will be signed by the accountant, and as those for sums received by transfer in account will not be signed by the treasurer, the district officer will by an office order designate the person who shall attach the second signature in the case of sums under Rs. 500.

The Public Works, Post Office, and other departments send a remittance book with their payments to the treasury, and in it the treasury receipt should be given. The usual memorandum (or chalan) is required, in addition to the remittance book, for use in the treasury.

When slips in duplicate are tendered with cash, the accountant may initial both, and, receiving both back signed from the treasurer, may complete his signature on one and return it as a receipt to the person who makes the payment, first obtaining, in case of sums of Rs. 500 and upwards, the signature of the treasury officer.

Payment of Money.

6. The bill or other voucher presented as a claim for money will be received by the accountant, and then laid before the treasury officer, who, if the claim be admissible, the authority good, signature true and in order, and receipt a legal quittance, will pass an order in writing for payment at *foot* of the voucher. Care should be taken that all bills and vouchers passed for payment are paid on the same day.

A treasury officer must not honor a claim which on the face of it is disputable; he will request the claimant to refer the question to the Accountant General.

Nor may he undertake correspondence for an officer making a claim to any special allowance, but will request him to address the Accountant General either direct or through his own official superior.

The treasury officer should take special care to see that receipt stamps are so defaced that they cannot be used again and offer no temptation to the abstraction of vouchers for the sake of the stamps upon them. Several cases of the loss of vouchers have occurred owing to the neglect of this precaution.

7. It must be remembered that the treasury officer has to satisfy not only himself, but also the account department that the claim is valid; and has further to prove that the payee has actually received the sum charged. Careful attention must therefore be given to the rules regarding the completion of vouchers, set forth in Part I of this Code. The treasury officer must have sufficient information as to the nature of every payment he is making, and is without excuse if he accepts a voucher which does not formally record that information.

The treasury officer, before paying any bill of a covenanted civilian, must see that the deductions prescribed by section 3 of Supplement A of the Civil Pension Code have been made.

Treasury officers, when cashing bills for survey officers and others at a distance from the treasury, should furnish a note explaining the amount of cash and transfer receipts (if any) issued, and any deductions or alterations that may be made in the bill presented. The note should be in bilingual form, as it is important that the guard or messenger who receives the money should ascertain that the amount stated agrees with the actual cash or drafts delivered to him; and, when that person is unable to read, the treasury officer should himself explain to him the amount entered on the note.

The following form is recommended :—

Bill presented for salary, &c.			000
Ditto for contingencies			000
Ditto for sundries			000
		TOTAL .	000
Paid in cash	000		
„ in drafts	000		
			000
* Deductions (if any)			
* [Explanation]			

Signature of Messenger_____

_____

Treasury Officer.

Payments to persons not in Government service.

8. The Government of India have directed (No. 1907, dated 21st March 1878) that, when a person not in the Government service claims payment for work done, service rendered, or articles supplied, the treasury officer should require—

(*a.*) The submission of the claim by the head of department, or other responsible Government officer under whose immediate order the service was done or the equivalent was given for which payment is demanded.

(*b.*) Failing the above, in cases when it may be necessary to pay the amount of a bill drawn by a person not in the Government service, and also when the authority of the head of department or responsible officer is insufficient, an order from the Accountant

General should be sought, by furnishing that officer with any necessary particulars for obtaining the sanction of Government, should such be needed.

(*c.*) And in any event, if a bill be drawn by a person not in the Government service, the treasury officer should use special precaution for satisfying himself of the identity of the applicant for payment.

(*d.*) In all doubtful cases, the treasury officer should take the orders of the Collector, who must be expected to assume the responsibility of his position; and he would doubtless be supported by the Government, if he can show that he has exercised a proper amount of care and discretion in the matter. When this necessity occurs, however, he should immediately report the fact to the Accountant General.

Cheques and Letters of Credit.

9. When a cheque is presented, care should be taken to ascertain by examination of its printed number that it really was taken from the book notified as in use by the officer who is said to have signed it. Every cheque in favor of a Government officer must be made payable to order only; but, when the payee is not in Government employ, the drawer may at his request make the cheque payable to bearer: treasury officers will therefore cash cheques payable to "A. B. or bearer," except when A. B. is a Government servant.

Where sub-treasuries are in charge of native officials not acquainted with English, bilingual cheques should be used.

10. Every payment made on authority of any letter of credit must, without fail, be entered thereon at the time of passing it, under the treasury officer's initials; similarly, every Public Works cheque must be charged in the Executive Engineer's pass book at once as it is paid. The treasury officer must bear in mind that the letter of credit shows the maximum amount he has authority to pay, or the officer credited has authority to ask for, and any further payment is made at the treasury officer's risk: he should therefore be careful so to record the progressive total of his payments that there may be no risk of over-payment.

The difference between a credit order and a letter of credit must be observed. A credit order is an *order to pay*; the amount is at once charged off and credited in a separate account; a letter of credit is only an *authority to honor drafts*, which can only be made on cheques or drafts drawn [illegible]

officer in whose favor a letter of credit had been issued on a treasury where the Government balance was kept at a branch bank, drew a cheque in his own favor for the whole amount and opened a separate drawing account; this procedure was most irregular, and the treasury officer should have reported to the Accountant General as soon as circumstances caused him to suspect the irregularity, as the entry in the bank's account or the voucher attached to it should have caused him to do the same day.

Entry in Accounts.

11. Every item received or paid must at once be entered in the cash book, or in some register subsidiary thereto, and numbered in a consecutive monthly series for *each* register; and the corresponding returns for the Accountant General (that is, the cash account, list of payments, and schedules) should be written up before office closes, in order to ensure their punctual despatch on the 10th or 31st of the month.

All receipts of a miscellaneous nature will be recorded in detail in the cash book and in the monthly cash accounts; but all those of frequent occurrence, or belonging to departments for which separate returns are submitted, will be recorded in registers from which monthly totals only will pass into the cash account; in these registers columns should be provided for any necessary detailed heads; but no other details, such as the amount of daily receipts, or the names of persons paying in money, will be required.

The net cash payment only is to be entered in the list of payments, though all deductions must be detailed in the bill; there must not be a gross debit with a *per contra* credit, even when a sum is being recovered under the Accountant General's orders. There are *only* two exceptions to this rule of net debits; in the case of municipal funds the gross amount of a voucher will be charged and the deductions credited: and, when a deposit is subject to abatement, the full sum must be charged, and the sum abated brought to credit.

12. Forms 12 and 13 are those prescribed for the cash book and the separate receipt registers respectively; if the charges under any service head be so numerous as to make it convenient to open a separate register for [illegible]**m, the right-hand side of the cash book may be** [illegible] **as a pattern. For deposit and bill transactions, some others, special register forms are prescribed,** [illegible] **refer to the following chapters.**

[illegible] "separate register," here and elsewhere, do not [illegible]ly a separate volume. It is often convenient to

include several registers within the same volume, a set of continuous pages being set aside for each.

13. The vouchers pertaining to *each* schedule should be numbered consecutively in a monthly series as they are entered therein, and should at once be arranged in the order of payment and kept in the same order till despatch.

Entry by Treasurer.

14. The treasurer's account is a cash book (without subordinate registers) in which each receipt and payment is posted by him at the time of making it.

When a payment is made "by transfer," that is, by entry of the amount in the accounts as received under some head of receipt, no payment of cash takes place, and the item will not find a place in the treasurer's cash book.

Sub-treasury Accounts.

15. From the sub-treasuries, a daily sheet (supported by vouchers) is received, reporting the receipt, payment and balance of the day: and the receipts and payments (after examination) are to be posted from it into the accounts of the district treasury in the same way as if they had taken place at it. But they do not pass into the treasurer's cash book.

16. Transfers of cash between the several treasure chests of a district are not to be entered in the cash book of the district treasury, either as payments when the remittance is made, or as receipts when received. They will necessarily appear as payments and receipts in the cash books and daily sheets of the sub-treasuries concerned, but will be excluded in posting the district accounts, in which they will thus remain part of the balance. A complete check over these remittances is obtained by means of the accountant's balance sheet. (See next rule.)

When this check is introduced, the statement of daily cash transactions may be discontinued.

Closing for the day.

17. The process of closing accounts for the day is as follows: the daily total of each register will be entered in the cash book, which will then be totalled;

and the balance memorandum at the top of the accountant's balance sheet (Form 14) will then be drawn up. To the account balance thus brought out, the additions and deductions indicated in the form will be applied so as to bring out the cash balance at the district treasury. Meantime the treasurer will also sum both sides of his cash book, and draw up his balance memorandum, appending on the lower part of his balance sheet a detail in kind of the notes, coin, &c., composing the balance. If the results shown in the two balance sheets agree, the treasury officer should sign the two cash books and the two balance sheets. He should first satisfy himself of the correctness and good order of all these documents, and should give special attention to the reconcilement of the account balance of the district with that actually in the head-quarter treasury: the latter *in*cludes the balance assigned to the Department Public Works, which the former *ex*cludes, and *ex*cludes the balance in sub-treasuries or under remittance within the district, which the former *in*cludes.

In this statement there is not one figure which the treasury officer has not ample means of verifying: the opening entries agree with the closing ones of the preceding day; the receipt and charge are taken from the cash book; the amounts shown as Public Works balance, and sub-treasury balances, can be ascertained in a few moments from the Public Works pass books and the daily sheets of sub-treasuries; and any change made, since the previous day, in the amount under remittance within the district must be supported by an entry in the sub-treasury sheets, or in the treasurer's cash book. In the important head of cash under joint locks no change can be made without the active intervention of the treasury officer himself.

Closing for the month.

18. As it is absolutely necessary that the figures given in the different receipts, accounts, and returns exchanged with other departments, should exactly agree with those shown in the treasury account, the formal closing of the accounts of the several sub-treasuries for the month should be fixed for the latest date which will leave no risk of non-receipt of that day's returns at the head-quarter treasury before the end of the month; any transactions of a later date must be excluded from the returns. The transactions of every sub-treasury on all days from the 1st to the fixed closing date are incor-

porated in the accounts of the head-quarter treasury on the day on which the daily sheet is received; those of later days can only be brought on the accounts of the next month, even though the daily sheet be received before. To this rule, however, there is the one exception of March, for which the head-quarter accounts are kept open until receipt of the daily sheet of every sub-treasury for 31st March, in order that all receipts and payments taking place at sub-treasuries within the official year may, without exception, be brought into the accounts of the year.

19. In addition to the usual daily closing, the month's totals of the registers should now be carried into the cash account, in case of receipts, and into the list of payments, in case of payments; the cash account should be closed with an abstract in the subjoined form, the cash verified by actual counting, and the cash balance report made out as directed in the following rules:—

Form of cash account closing abstract—

	Rs.	A.	P.	Rs.	A.	P.
Opening balance				13,425	1	1
Cash receipts				24,623	2	3
Total receipts				38,048	3	4
Payments, 1st to 10th, as per list	12,462	14	0			
„ 11th to 31st „	3,231	3	6			
Total payments				15,694	1	6
Gross closing balance as per cash balance report	27,302	3	0			
Deduct appropriated to the Public Works Department	4,948	1	2			
Net cash balance				22,354	1	10
Total charges				38,048	3	4

The treasury officer has no difficulty in applying an effective check to the cash account when it is laid before him. Its opening and closing balances are not deductions from accounts, but are statements of fact certified by the district officer to have been verified by actual enumeration of coin. Does the difference between the receipts as shown in the cash book and sums of the two lists of payments account for the difference between these facts?

Do the entries from the registers agree with the totals of the details of those books? If at any time the treasury officer be unable to compare all, at least he may compare some; notably he should compare the entries in the plus and minus memorandum of deposits, stamps, &c., with the entries in the account; *e. g.*, the plus and minus memorandum shows a reduction in the stock of judicial stamps to a value of Rs. 5,000; if the credit in account be less, where is the receipt from another treasury for stamps supplied?

Returns to Accountant General.

20. The cash account, the second list of payments (the first list should already have been despatched on the 10th or 11th of the month), and a variable number of schedules supporting them, should then be despatched to the Accountant General. A variable number of vouchers attached either to the subsidiary or to the chief documents should be despatched with them by the same post.

The returns due for despatch on a holiday may be sent one day, (but not more than one day) late.

Directions have already been given that the vouchers pertaining to each schedule should be numbered in a separate series and kept in the order of payment till they are despatched; before despatch of lists of payments and schedules, the treasury officer should by inspection satisfy himself that the required vouchers are all attached. He will find it profitable at intervals during the month to take up a schedule, and see that all its vouchers are present with it, and in the proper order. As no payment can be made without a voucher, there can be no excuse for the absence of any, unless it be that for a specie remittance.

Cash Balance Report.

21. The detailed cash balance report for the last day of the month should be despatched positively on the first working day of the succeeding month. It should be signed by the district officer with a certificate that he has personally verified the several details of the coin and notes held. Whether it agrees with the accounts, or by any error in them disagrees, it must declare the literal facts; and it will include with the coin actually found in the treasury the balances of the several sub-treasuries on the last dates for which their returns have been included in the head-quarters accounts.

Under Financial Department No. 1760, dated 6th July 1871, the Accountant General is bound to report to the Government of India, as well as to the Local Government, the name of any officer

whose negligence causes delay in the submission of the provincial cash balance report.

22. It should show separately the value of each kind of coin, giving the tale as well as the value of the uncurrent coin; it will give the number of pieces of each denomination of notes, and may with advantage separate notes of foreign circles from those of the home circle by showing the tale in double columns.

In districts where the treasury balance is in the custody of a branch bank, no detail of the balance can be demanded, and the amount in the bank may be shown as whole rupees, with a marginal note, which will be reproduced by the Accountant General in his report to Government. If the bank agent should be willing to give details, they may of course be reproduced in the report, but the Accountant General in accepting them must be careful not to prejudice the right of Government to draw against the full amount without restriction as to the kind of coin in which it may be kept by the bank. When foreign notes are excluded from the bank's account of the balance and entered in a special register (Chapter 27, Rule 10), they should be entered separately, under foreign notes, in the cash balance report.

23. The amount appropriated to the Public Works Department should be given at foot, and deducted from the gross balance, in order to show the available balance; and the unappropriated balance should be stated in words. The distribution of the balance between the head-quarters and sub-treasuries should be exhibited so as to show the amounts held in each in home and in foreign notes, in whole rupees, in small silver, and in copper; the portion of the head-quarters balance under double locks, and under the treasurer's single lock, respectively, should be noted; and lastly, entry should be made of the amount of copper received from the public, issued in exchange for silver, and issued in payment of Government dues, at the head treasury and at each sub-treasury.

It is found easy to bring the district cash balance report into half a sheet of foolscap; so few details of the sub-treasury balances are required that there is space across a foolscap page to show them, and also the transactions in copper. The columns are—(*a*) name of treasury; (*b*) balances in (1) home notes, (2) foreign notes, (3) whole rupees, (4) small silver, (5) copper; (*c*) transactions in copper (1) received from public, (2) issued for silver, (3) issued in payment of Government dues. In this form the head treasury will come first and be followed by the several sub-treasuries.

24. There should also be memoranda detailing—

the remittances to other districts, despatched in the past month, with any of previous months for which first acknowledgments have not been received, the date of despatch being given in each case;

the remittances received from other districts in the past month, with dates of despatch and receipt, and the despatch of the first and of the final acknowledgment;

the dates, not being holidays, on which the treasury did not notify that it was prepared to cash notes.

25. On the cash balance report of the 30th June, 30th September, 31st December, and 31st March, note should also be made of the liabilities of the treasury, *viz.*, bills advised but not paid, balance of deposits payable on demand, and unpaid money orders.

District Officer's Responsibility.

26. The duty of verifying and certifying the monthly cash balance, and of signing the monthly cash accounts, must be performed by the district officer in person, and must on no account be delegated to any subordinate officer unless upon the ground of properly attested actual physical inability to perform the duty. The Accountant General is forbidden to accept these returns and accounts under any other signature, save under the circumstances laid down in the next paragraph.

The totals of all accounts and returns, and the balance of the cash account, should be entered in words as well as figures, and there must not be left before the entry such space as would allow a fraudulent alteration of the amount.

27. If the district officer be absent on tour on the 1st of the month, the cash balance may be verified, and the accounts signed, by the senior covenanted civil subordinate present at head-quarters (or, if there be no covenanted officer so present, by the senior uncovenanted subordinate) not being the officer in charge of the treasury: the fact of the district officer's absence must be distinctly noted. But on no account, without special permission of the Local Government in each case, may a district officer allow more than two months to elapse without a personal verification of the cash balance to be reported to the Accountant General. When, then, the monthly

accounts and returns, on more than two occasions successively, are not signed by the district officer, the officer signing the accounts must quote either a verification report made by the district officer himself within two months of that date, or the special order of the Local Government authorizing a departure from the rule.

When the verification of the cash balance takes place on a date other than the 1st of a month, it should be reported to the Accountant General in the usual form of cash balance report.

Chapter 12.—Pension Payments.

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Permanent Pay-orders.

1. Payments of pensions are made only upon permanent pay-orders issued by the Accountant General, the treasury officer's halves of which will be pasted in serial order in two files, one for political and one for service pensions. The rules regarding these orders are in Civil Pension Code, section 84.

When sanction is given for the non-appearance of a male pensioner (*Code 86 b*), a note will be made, on the permanent pay-order, of this sanction and of the form in which proof was given, at the beginning of the year, of the pensioner's continued existence, *e. g.*, "Pensioner visited the Collector on ———;" and the initials of the treasury officer, or of the officer verifying the fact, should be put against the note.

Registers of permanent Pay-orders.

2. Each treasury officer will keep two registers (Form 15) of the permanent pay-orders issued on his treasury, one for political, the other for service, pensioners, which registers will serve as indices to the two files of orders. After seeing that a new order is correctly entered in one of these registers, he will put his initials in the column of "Name of pensioner," and rule a red ink line across the page below the entry. The column of remarks will be blank as long as the order of payment is in force, but, when *both* portions of the order are returned on account of death of pensioner, or application for transfer, which causes strike it permanently off the treasury list, the date and cause of return should be entered in black ink under the treasury officer's initials. If the original only be returned on account of non-appearance of pensioner (*Code 92*), the date will be entered in red ink, and on reclamation this date will simply be struck out. When both portions are transmitted for renewal in consequence of damage, or the original in case

of loss of the counterpart, the date may be entered in pencil in explanation of the imperfection of the file of orders.

Orders regarding the payment of Hong-Kong and Mauritius pensioners may be inserted at the end of the file of service pensioners' orders. Separate receipts are necessary for payments made to these pensioners; they must not be included in a consolidated receipt.

Manner of payment.

3. On appearance of a pensioner claiming pension, his personal marks should be checked by, and the signature to the receipt compared with, the original pay-order.

4. Pensioners' receipts may be taken either on separate bills (which bills may be attached to a schedule for each kind of pension, or, if few in number, may support separate entries in the cash book and list of payments), or on a single bill (Form 16) for all on account of each kind. On the latter plan, the receipt of each pensioner appearing personally will be taken in the column provided for that purpose, while separate receipts will be appended in support of the charges on account of those paid at subordinate treasuries (*Code 91:2*), or (in authorized absence) on life-certificates, note being made on the latter class of the name of the person really receiving the money. On all such documents should be entered the number of the entry in the bill, and the separate certificates of non-employment (*Code 87*) should be similarly marked.

When payment is made on a life-certificate, it should be made only for months completed on or before the date of the certificate.

In cases in which political pensioners do not appear in person to receive payment of their pensions, if the disbursing officer entertains any doubt which he has no convenient means of removing, he should refer the case to Government through his immediate superior for orders. Payment of the pension, however, should not be suspended pending the result of such reference.

5. Every payment is to be noted (*Code 84:2*) on the reverse of *both* portions of the order, under the initials of the disbursing officer; in case of pensions paid at a sub-treasury (*Code 91:2*), where will be found only a copy of the order in English or vernacular with the district officer's order thereon, the sub-treasury officer will

make the entry on the counterpart and on his copy, while the treasury officer at the head-quarters treasury will, from the receipt, make the necessary note on his original of the order.

A single line is quite sufficient for the entry of each payment upon the reverse of the order.

Annual Return.

6. An annual return (classified by ages) of the pensioners receiving payment at each treasury, is required by section 88 of the Code to be sent to the Accountant General.

Gratuities.

7. Gratuities will be paid by treasury officers on authority received from the Accountant General, to whom, under section 83 of the Code, the Government communicates its sanction.

Chapter 13.—Interest on Government Paper.

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Enfacement for payment.

1. Interest on securities of the Government of India can be made payable at any Indian treasury on application:

if for transfer from one treasury of Madras (or Bombay) to another in the same Presidency, to the Public Debt Office at Madras (or Bombay):

in all other cases to the Public Debt Office in Calcutta.

The note must be forwarded with the application, and will be returned enfaced for payment as desired, and bearing an endorsement in the following form under initials of the Superintendent of the Public Debt Office:—

"Interest for the_____half-year or up to____ ___ paid on this note."

Supdt., Public Debt Office.

Notes on which interest is payable in the Presidency of Madras, or of Bombay, can be transferred to the London register by the bank of the Presidency concerned.

Register of enfaced Notes.

2. When advice of an enfacement is received by a treasury officer from the Public Debt Office, he should make the requisite entry in a register of the following form; a separate section of the register being set apart for the notes of each loan. A list of current loans is appended to these instructions.

*Register of Notes of the 5th 4 per cent. Loan of 1842-43, dated 1st February 1843, interest on which is payable at*_____

Number of the Note.	Amount.	Number and date of letter authorizing payment of interest.	Remarks.
			Here should be entered particulars of letters, cancelling payment of interest on any notes.

Payment of Interest.

3. On presentation of a Government security for the realization of interest due, it is necessary to see that it has been duly enfaced for the payment of interest at the treasury, and that advice of the same has been received and registered. Interest should not be paid on a Government security, unless duly enfaced; also, if the Superintendent's endorsement, mentioned in Rule 1, is not on the note, the treasury officer cannot pay interest, but must return the note to the Public Debt Office, in order that the omission may be supplied.

But if the notes are a first issue under an open loan, no Superintendent's endorsement is required or should be called for.

4. Similarly, before the first payment of interest is made on a renewed Government security, attention should be directed to the certificate of the last payment of interest made on the old note, which is entered on the back of the new note in the following form, and authenticated by the initials of the Superintendent of the Public Debt Office:—

"Interest for the _____half or up to_____paid on this note."

A. B., *Superintendent.*

5. Interest on Government securities will be paid either to the proprietor of a note or to his duly constituted attorney (see Rule 22), and every such payment will be entered in order of presentation of the notes in an original register or schedule (Form 17) kept separately for *each loan*, and for *each month*. This register, duly authenticated by the signature of the disbursing officer, will be forwarded to the local Accountant General with

the lists of payments, an office copy of the register being retained for record.

Forms of register are procurable from Accountant General.

In the preparation of interest registers, all details, especially the numbers, amounts, and the numbers of the half-years, or the periods for which interest is paid, must be correctly filled in; due attention to this will save much needless correspondence.

Form of Receipt.

6. The signatures of payees will be taken at the time of payment on the original register, and also under the following form of receipt, legibly and clearly written on the back of the notes. Receipts for interest on separate pieces of paper, or on the office copy of the register, are unnecessary,—

"Received_____half year's interest from_____ to_____Rs._____"

(Signed) Y. Z.

and underneath this receipt the disbursing officer should write as follows:—

"Paid_____18 ." A. B., *Treasury Officer.*

The blanks in the first form will be filled up with the number (10th, 11th, &c.) of the half-year for which interest is due, the dates from which and to which such interest is due, and the amount in Government rupees,—sicca rupees being converted into Government rupees (see para. 20).

Where actual payment is made at a sub-treasury, a separate receipt may be attached to the interest register.

Signatures in a native character must be translated, and signatures of native females attested in the manner prescribed in Rule 9.

Receipts for interest on Government securities are exempt from stamp duty.

7. The signature of a proprietor or of an agent, whether for interest or sale, given on paper pasted to a Government security (even where the paper is a slip joining together the two halves of the note), is inadmissible; the signature must be entered on the back of the *security itself*, and within the limits of the plate-mark on the face of the note; the only exception allowed is in the case of an allonge attached by the Public Debt Office (*vide* Rule 16) to a promissory note.

8. Crossed receipts being inadmissible on the backs of Government securities with reference to the subjoined notice, care should be taken that every entry on the back of a Government security is made to take up as little space as possible.

Whereas much inconvenience and difficulty is experienced in the Loan and Interest departments of this office in tracing endorsements and receipts for interest written across the reverse of Government promissory notes presented for renewal or interest, notice is hereby given, with the sanction of Government, that in future cross receipts for interest will not be accepted, or further interest paid upon any note the reverse of which is filled up. The holders of notes so filled up can obtain new notes on application to the Loan Office, and on payment of the usual fees.

R. P. HARRISON,

LOAN DEPARTMENT, *The 18th February 1865.* } *Acct. Genl. to the Govt. of India.*

Endorsement to a new Owner.

9. When interest is claimed on a Government promissory note, and it is found that the note bears an endorsement showing that it has been transferred to another owner, or that a new signature is appended to the receipt for interest, attention must be given to the following points:—

(*a.*) The note may have been endorsed by its former owner.

If the endorsement be in English, it will be enough to see that there is no reason to question the signature.

If the endorsement be in any native language, under it should be written a full and literal translation in English.

If the endorsement bear the signature of a native female, it must be attested by the signatures of two respectable witnesses, who must appear before the Treasury officer to testify to the genuineness of the endorsement. Such officer should authenticate the examination in the following form:—

"Examined before me."

A. B., *Treasury Officer.*

(*b.*) The note may have been endorsed by the attorney of the former owner.

In this case it will be necessary to call for the power-of-attorney under which it has been made, and carefully ascertain that it conveys in distinct terms the authority to *sell*, and that it has in it that word, or its equivalent in the vernacular. Thereon an entry must be made on the back of the note in the following terms:—

*Special Power No.*_____*of*_____

"Certified that I have seen the power-of-attorney under which this endorsement has been made, and that I consider it sufficient for the purpose."

(Signed) A. B., *Treasury Officer.*

(*c.*) It may have been endorsed by the heir, executor, or administrator of an estate.

In this case the treasury officer must call for a certificate under Act XXVII of 1860 (for that class of persons not usually designated British subjects), or a probate or letters of administration (in the case of British subjects) from a court of competent jurisdiction within whose limits and jurisdiction the deceased's estate is situated; and must register such certificate, probate, or letters of administration (Rule 22), and enter them on the reverse of the note, immediately under the endorsement to the validity of which they are to testify, in the form laid down above for the entry of powers-of-attorney, changing only the words "power-of-attorney" to certificate under Act XXVII of 1860, or probate, &c., as the case may be,—care being taken that a certificate to realize interest only is not admitted in support of a transfer endorsement.

10. In case of every endorsement or signature supported by a document requiring registration under paragraph 22, the number which the document bears in that register, with the date of registry, must be noted on the back of the note immediately below such signature, and attested by the treasury officer's initials, *e.g.*,—

Interest Power No. *of*

A. B., *Treasury Officer.*

Case of Death.

11. Under ordinary circumstances, and unless the right is openly and expressly disputed, property in

promissory notes, standing in or endorsed into the names of more than one proprietor, lapses to the survivor or survivors; but, in all cases in which a joint proprietor of a note is stated to have deceased, proof of decease, either in the shape of a solemn affidavit or affirmation of the knowledge of such decease, made by respectable and uninterested parties before a justice of the peace or other judicial officer, or in the shape of a burial certificate, copied from the usual registers and attested by the proper authority, or other satisfactory evidence, should be required to be produced, and when produced should be registered, and entry made on the note, in the following form, below the signatures of the survivors :—

"Proof of death of_____, registered No._____of _____."

(Signed) A. B., *Treasury Officer.*

In the first blank would be placed the full names of the person deceased; in the next, the number of the entry in the form given in paragraph 22; and in the third, the initial letter under which the entry has been made, and the year.

Case of Marriage.

12. When promissory notes stand in or are endorsed into the name of any European female unmarried, the property of such notes used to pass on marriage (unless there is proof of any settlement to the contrary) to the husband, and the husband can, on production of the usual marriage certificate (such certificate being a true extract from the marriage register, attested by the proper authority and bearing a date prior to 1st January 1866), draw interest upon, or otherwise negotiate, promissory notes, the property of his wife before her marriage with him. In these cases the proof of marriage should be registered, and an entry made on the back of the note, underneath the husband's signature, in the following form :—

"Certificate of marriage of_____to_____ on the_____18 , registered No._____ of_____."

(Signed) A. B., *Treasury Officer.*

The blanks will be filled up with the names of wife and husband, date of the marriage, and the number of the register, in the form given in paragraph 22.

13. But, in cases of marriages contracted on or after 1st January 1866, the wife, under section 4 of the Indian Succession Act X of 1865, given below, has the power, without her husband's consent, to draw interest on, or to sell, Government securities standing in her own name.

"No person shall, by marriage, acquire any interest in the property of the person he or she marries, nor become incapable of doing any act in respect of his or her own property which he or she could have done if unmarried."

Renewal of Notes.

14. On the presentation of notes at a treasury for transmission to the Public Debt Office for renewal, the proprietor should be required to receipt them in the following form:—

"Received in lieu hereof a renewed note in my name with interest payable at the treasury."

(Signed) Y. Z.

The treasury officer should despatch the notes, in halves, by post, registered; the upper halves and the lower halves being despatched on different days. Care should be taken that the due registry in the treasury office of all documents connected with transactions entered on the back of the notes is correctly certified against each transaction.

(*a.*) In the receipt for renewal, the name of the payee of the new note should be correctly and legibly written.

(*b.*) In the case of notes required in favor of a European female, her condition in life (unmarried, married, or widow) should be stated.

(*c.*) In the cases of married women whose marriages were solemnized before 1st January 1866, the consent of the husband should be obtained, and duly certified on the notes by the treasury officer.

(*d.*) A renewal favoring an office-holder, except in the case of Government security deposits for the fulfilment of contracts, &c., is inadmissible,; the name of the person in whose favor the renewed note is required must be supplied.

15. A fee of one rupee is leviable on the renewal of every promissory note, which should be transmitted with the note sent for renewal by a transfer receipt favoring the Bank of Bengal.

Postage stamps are not received.

The cancellation of coupons attached to a note in view to re-issue of the note without coupons involves a fee of Rs. 5.

16. Notes, the property of minors or belonging to an estate in which certificate of administration is limited to the realization of interest, of which the backs are filled up, should be sent with an application to the Public Debt Office for allonges to be attached. In no case is an allonge to be attached by a treasury officer.

Consolidation of Notes.

17. Notes of the same loan, on which interest has been paid up to the same date, may be consolidated or sub-divided at the option of the proprietors, and every note so to be consolidated or sub-divided should be endorsed by the proprietor in one of the following forms:—

"Received, in lieu of the within, a new note for Rs._____ by consolidation with promissory note No. (mentioning the numbers and amounts of the other notes desired to be consolidated with it);" or—

"Received two (or more) notes in lieu of the within for Rs. ————respectively."

The usual fee of one rupee is leviable upon each *new* note issued in consolidation or sub-division, but no fee is charged when notes of a consolidated loan are issued in exchange for those of other loans.

18. Debentures repayable on different dates or at different treasuries cannot be consolidated; and notes of sicca loans cannot be sub-divided.

Conversion of Notes.

19. Proprietors of notes of the sicca rupee loans desirous of converting them into the Government rupee loan of 1842-43 or of 1865, or proprietors who may wish to consolidate their several 4 per cent. loan notes into either of the above loans, may effect the same through a duly appointed agent at Calcutta (*vide* paragraph 7 of the annexed Government Notification in the

Financial Department, No. 44, dated 10th January 1867); no fees are charged on notes so issued.

But a fee of one rupee, for each new note issued, is charged for a transfer from one of the consolidated loans into the other.

20. The rate of batta on sicca rupee notes will be calculated at Rs. 6-10-8 per cent. in all treasuries in Bengal, Behar, and Orissa; Rs. 4-8 per cent. in all treasuries in the North-West and the Punjab, and Rs. 6-8 per cent. in all treasuries in Madras and Bombay.

21. Interest will be calculated according to the following rules, sanctioned by the Government of India in the Financial Department on the 11th of May 1854:—

I.—Interest to be paid by the month, each month to be taken as one-twelfth of a year, and to consist of thirty days or parts.

II.—In cases where it may be necessary to calculate interest on the fractional parts of a month of thirty-one days, the extra day is to be struck out.

For example, in applying the above rule to the present 4 per cent. loan of 1854-55, on which the half-yearly interest falls due on the 31st December and 30th June of each year—

A person subscribing on the 27th October would be entitled to anticipation interest from 27th October to 30th December, for two months and three days: thus—

from 27th October to 27th December, two months or two-twelfths of a year;.

from 27th to 30th December, three days or three-thirtieths of one-twelfth—

A person subscribing to the loan on the 29th of December would be entitled to only one day's anticipation interest; on the 30th he would not be entitled to any.

A person subscribing to the 3½ per cent. loan on any day in that month previous to the 28th February 1854 is entitled to interest from the day of subscription to the 27th February, both days inclusive, and for each day he will receive one-thirtieth of one-twelfth; thus, if he subscribes on the 3rd February, he will receive twenty-five-thirtieths, and if on the 1st February, twenty-seven-thirtieths, of a month's interest.

Registration of Powers-of-Attorney, &c.

22. A register of powers-of-attorney, probates, certificates, or other documents connected with the transfer

of, or drawing of interest on, Government securities, will be kept in the following form :—

Register of powers-of-attorney, probates, certificates, &c.

No. of Register.	Date of document.	Name of principal.	To whom granted.	Description.	Date of registry.

Separate pages should be reserved for separate initials, and the entries under each initial should have a separate series of numbers.

In the case of probates, &c., and orders of court, the name of the court, and any number it may have assigned to its order, may with advantage be noted in the column of "Date of document."

Each document will be registered under the initial of the surname in column 3, which will be in the case of—

Powers-of-attorney	that of the grantor;
Probates or letters of administration	deceased;
Certificates for administration of minors' estates	minor;
Certificates of death or marriage ...	person deceased, or married.

23. In the case of powers-of-attorney, probates, or certificates of administration, care must be taken to record the limitations of the power conveyed, so that transfers may not be admitted under powers to realize interest only. And special attention is requested to clause 8 of Act XXVII of 1860, under which the Government securities on which certificate-holders are empowered to receive interest, or which they are empowered to negotiate, must be described in the certificate. The list of securities covered by the certificate should be copied into column 5.

24. All powers-of-attorney, certificates of Act XXVII of 1860, probates or letters of administration, proofs

of death and marriage, and other documents connected with the transfer, &c., of promissory notes, when duly registered, will be endorsed in the following form :—

"Register No._____of_____."

The *187* . (Signed) A. B., *Treasury Officer.*

The blanks will be filled up with the number of the register, the name of the district, and the date of registry.

Stamp Duty.

25. No power-of-attorney to sell, or to realize interest on Government securities, and no letter of administration or certificate under Act XXVII of 1860, will be registered unless duly stamped. Subjoined is a scale of the stamps required by law :—

	Rs.	A.	P.
1. General powers for sale or interest ...	8	0	0
2. Powers for one act and where the sum is not more than Rs. 500 ...	1	0	0
Powers for ditto ditto when the sum exceeds Rs. 500	2	0	0
3. Certificates of administration to minors' estates under Acts XL of 1858 and XX of 1864, if the property does not exceed Rs. 500 ...	5	0	0
If it is above Rs. 500 but below Rs. 1,000	10	0	0
And for every additional Rs. 1,000 or part thereof in excess of Rs. 1,000	5	0	0
4. Probates or letters or certificates of administration—If the amount or value of the property in respect of which the document is granted exceed Rs. 1,000, then on total value	2 per cent.		
For estates under Rs. 1,000 these documents do not require stamps.			
5. Marriage or burial certificates ...	0	8	0
6. Copies of powers-of-attorney ...	0	8	0

The duties are fixed in cases 1, 2, 5, 6 by the General Stamp Act (XVIII of 1869); in case of 3 and 4 by the Court Fees Act (VII of 1870).

Rules regarding Powers-of-Attorney.

26. Attention is required to the following rules regarding powers-of-attorney:—

(*a.*) Powers in favor of a house of business, without specifying the individual members at the time composing the house, are inadmissible.

(*b.*) Powers not in favor of A and B "jointly and severally," require that both A and B should sign in any transactions done in virtue of such powers.

(*c.*) General powers, *i. e.*, powers relating to all notes standing in the name of the grantor, are not supposed to apply to promissory notes in which the grantor is interested jointly with others, unless they contain a special clause to that effect, or a specification of the notes.

Registry of endorsements, losses, erasures, &c.

27. With a view to protect the holders of Government promissory notes from risk in transmitting their notes by post, treasury officers are authorized to register the endorsements on notes presented to them for this purpose, but should further warn holders of the advisability of forwarding the upper and lower halves with the same precautions as are taken by treasury officers in despatching notes for renewal. (Rule 14.)

28. When a promissory note is said to have been lost and the alleged proprietor is desirous of applying for the issue of a duplicate, he should be directed to advertize the loss of the note, without delay, in three successive issues of the *Gazette of India*, and also in the Local Government Gazette. He should further address the Secretary and Treasurer, Bank of Bengal, on the subject, fully detailing the circumstances attending the loss of the note, and the dates and pages of the *Gazette of India* in which his notice appeared, at the same time furnishing any proof he may possess of the note having been his property.

29. Every erasure in an endorsement should be accompanied by an explanation in writing, to be produced by the proprietor of the note at the time of its presentation at the collector's office, and every cancellation of an

endorsement shall be made under the signature of the proprietor of the note for the time being.

30. No document in any native character will be received by the Public Debt Office unless accompanied by a translation in English, authenticated by a responsible officer.

31. All communications on matters of detail relating to the subject of this Chapter should be addressed to—

THE SECRETARY AND TREASURER, BANK OF BENGAL,
Public Debt Office.

ANNEXURE A.

LIST OF CURRENT LOANS REFERRED TO IN PARA. 2.

1st 4	per cent.	Loan of	1824-25		
2nd	,,	,,	1828-29		
3rd	,,	,,	1832-33,	dated	1st May 1832
4th	,,	,,	1835-36,	,,	31st March 1836
5th	,,	,,	1842-43,	,,	1st February 1843
6th	,,	,,	1854-55,	,,	30th June 1854
7th	,,	,,	1865,	,,	1st May 1865
5½	,,	,,	1859-60,	,,	31st May 1859
3½	,,	,,	1853-54,	,,	28th February 1854
4½	,,	,,	1870,	,,	15th July 1870
4½-4*	,,	,,	1871,	,,	4th July 1871
4½-4	,,	,,	1872,	,,	16th January 1872
4½	,,	,,	1878,	,,	15th Sept. 1878
5	,,	fifteen years' Debentures repayable			1st June 1882

The 4 per cent. Stock Receipt Loan of 22nd April 1854, the Mysore Family 4 per cent. Loan of 1862, and the Bhonsla Family Temples 5 per cent. Notes, are little known. The 4½ per cent. Loan of 1856-57, and the 5 per cent. Loans of 1825-26, 1841-42, 1854-55, 1856-57, have been in the main paid off, though some notes are still outstanding and bear no interest.

ANNEXURE B.

NOTIFICATION REFERRED TO IN PARA. 19.

With a view to extend to the holders in India of Government promissory notes the advantages enjoyed in London of having their property registered in the form of a book debt, notice is hereby given that, on and after 1st February 1867, it will be optional on the part of the holders of Government promissory notes of the

* The interest which falls due on 16th January 1879 on the 4½-4 per cent. loan of 1872, and that which falls due on 4th July 1881 on the 4½-4 per cent. loan of 1871, are at the rate of 4½ per cent.; interest on these loans falling due after these dates is at the rate of 4 per cent.

various loans to register them at the bank in book-debt account, and receive stock certificates.

2. Stock so registered may, on the application of the proprietor, be sold or transferred in whole or in part, or be re-converted into the ordinary promissory notes of this Government in sums of Rs. 500 and upwards in even hundreds of rupees.

3. Promissory notes intended for conversion into book debts must be surrendered along with a written application, forms of which will always be available at the bank.

4. Holders of notes of the various 4 per cent. Loans, who may be desirous of registering them at the bank in book-debt account, will receive in exchange, for the consolidated amount of such notes, a stock certificate, not transferable by endorsement, of the 4 per cent. Loan of 1st May 1865.

5. Accrued interest to the date of registry, as well as anticipation interest on the registered stock to the close of the half-year then current, will be paid before issue of the certificate.

6. On notes of the Sicca Loans, fractional parts under one hundred rupees will, as at present, be either paid in cash by the bank, or be made up to even hundreds on payment of the difference by the holders.

7. Government promissory notes of the various 4 per cent. Loans may also be consolidated at the option of the holders into notes of a corresponding amount in the 4 per cent. Transfer Loan [of 1842-43* or] of 1st May 1865.

8. A holder of book-debt certificates wishing to re-convert the whole or any portion of the sums they represent into promissory notes of the relative Loans may do so by tendering them to the bank, endorsed thus—

"Received, in lieu of this stock certificate, Government promissory notes of Rs. each in the per cent. Loan (together with a new stock certificate for the balance amounting to Rs.)."

9. All sales or transfers of Government stock registered in the book-debt account must be made in even hundreds of rupees from 500 upwards, and by transfer to be executed in the books of the bank by the registered holder or his duly constituted attorney. Such transfer is exempt from stamp duty.

10. When the transfer has been duly executed, and the original certificate lodged at the Bank, the transferee will be entitled to and receive a new certificate.

11. In cases where only a portion of the stock is transferred, such portion so conveyed will be noted on the back of the original certificate, and the purchaser will receive a certificate for an amount corresponding to the portion transferred.

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* See Notification F. D. No. 3099 of 15th December 1871.

12. In order to obviate the necessity of enfacing Government promissory notes for payment of interest in London, and to lessen the risk and inconvenience attending their transmission by post, holders of registered stock, who may be desirous of transferring the whole or any portion of the amount to England with a view to sale, to payment of interest there, or to their being held continuously as an investment, will, on application, obtain from the Bank a non-transferable certificate in duplicate, on production of which at the Bank of England, the amount of stock so advised and certified will be registered in the name of the payee and a certificate issued for the same.

13. As no enfacement or renewal fees will be levied, each non-transferable certificate issued by the Bank of Bengal will be chargeable as under, *viz.*, one rupee for sums not exceeding rupees five thousand, two rupees on sums not exceeding ten thousand, and an additional rupee for every sum of rupees five thousand above that amount.

NOTE.—PRESENT CHARGE ON EACH NOTE.—*Re. 1 for enfacement; Re. 1 for renewal;* Rs. 2 on each note; and only renewed clean notes, as a rule, are sent to England.

14. Forms of transfer and special powers-of-attorney for effecting sales or purchases, will always be available at the bank on payment of a trifling fee.

E. H. LUSHINGTON,
Secy. to the Govt. of India,
Financial Department.

The 10th January 1867.

Chapter 14.—Deposits.

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Explanations.

1. Deposits proper are classified under three heads, according to the department through which they are received:—

Revenue deposits.
Civil Courts' deposits.
Magistrates' deposits.

And a fourth account (for which peculiar forms are provided) is kept, called personal deposits; in the first three, the accounts are kept by separate items, the last is in the nature of a banking deposit account.*

* Whenever it is necessary to open a new loan, a notification is inserted by Government in all gazettes, and a general letter in the following terms circulated to treasury officers; the deposits on rejected tenders are returned to the depositors on surrender of the original deposit receipt, while those on accepted tenders are credited to the Government of India. The rules in this chapter do not further refer to these deposits.

1. All sums tendered at Government treasuries as deposits on account of the loan now advertised are to be accepted; a receipt should be given in the following form:—

DEPOSIT ON ACCOUNT 4 PER CENT. LOAN.

Received from (*name of depositor with address in full*) the sum of Rs.———— ———— ——— as a deposit on account of the 4 per cent. Loan advertized in the *Gazette of India Extraordinary* of ———187 .

———————— 187 . } ————————
———————— *Treasury.* } *Officer in charge of Treasury.*

"2. These deposits must be entered in a register and carried to a separate sub-head in the cash account, *viz.*, 'Deposits for Loan.' As soon as it is quite certain that no more can be received in time for tenders to reach Calcutta on the , a copy of the register should be despatched to Comptroller General, Calcutta. The list should, therefore, reach Calcutta not later than the

"The list should be in the following form:—

DEPOSITS FOR LOAN, 187 .

No. of Deposit.	Name and Address of Depositor.	Amount.

"3. Orders respecting the receipt of instalments on loan and the issue of promissory notes will be communicated to you hereafter."

In provinces where all branches of the civil administration, revenue, criminal and civil, are under the same officer, the system may be adopted of including all deposits of the district and subordinate courts in one register as *revenue* deposits; or the treasury officer may be directed to receive and keep accounts of all such deposits, in exactly the same way as revenue deposits, but in separate registers and returns, under the designation of civil courts' and magistrates' deposits.

In some provinces the deposits of the Customs Department are kept separate, being received through customs officers only, and repaid only on the countersignature of the Commissioner of Customs.

Moneys paid for lodgment in Savings Banks are not deposits in the sense of this chapter; postal and military deposits also are dealt with under special rules. But it has been settled that, at stations where there is no branch of the Bank of Bengal, an officer commanding a regiment of Bengal Cavalry may, when the cash in his regimental chest reaches a large amount, lodge a part of it as an ordinary deposit in the treasury: it should be shown as a Revenue deposit.

Limitations.

2. It is the business of the treasury officer to see that no item is credited as a deposit save under formal order of competent authority, and also, if the amount could be credited to some known head in the Government accounts, to make representations to the court or authority ordering its acceptance. No sums are to be credited in any deposit register which can be carried to any other head of account; for example, revenue paid to Government on account of a demand not yet due should at once be finally carried to the proper budget head, and may not be placed in deposit.

3. The treatment of the following items as deposits is prohibited:—

(*a.*) No pay, pension, or other allowance, should be placed in deposit on the ground of the absence of the payee, or for any other reason: in a district office, pay should not be drawn till the claimant appears.

This prohibition does not extend to the balance of the cheque for payment of native military pensioners.

When a pension is granted to several persons jointly, it may not be drawn on the appearance of one claimant only, and payment of his reputed share made, the balance being placed in deposit.

(*b.*) No fines should be placed in deposit on the ground that appeal is pending; they should be credited at once to Government, and refunded, if necessary, on order of

the appellate court. But compensation-fines, due to an injured party, and not to Government, should be kept in deposit till the appeal is decided.

(*c.*) Refunds, whether of stamp or of other receipts, can be drawn only on the appearance and on the receipt of the person entitled to them, after production of due authority: on no account may they be charged on the receipt of an official and lodged in deposit pending demand.

4. The net sale proceeds of impounded cattle are to be kept in deposit for three months, and, if no claim be made within that time, are to be credited to the proper account.

The sale proceeds of unclaimed property are not to be placed in deposit at all; under Act V of 1861, section 26, the property *itself* is to be kept for six months, but money realized by sale is at once (27) at the disposal of Government, and should be taken to credit of XIV—Law and Justice. But exception must be made in the case of property left by persons dying intestate and without heirs, which civil courts will secure and hold for certain periods in accordance with the local law.

If unclaimed property be perishable and be sold because it cannot be kept, its proceeds should be held for six months in deposit, but the circumstances should be clearly stated under 'Nature of deposit.'.

Money belonging to prisoners in jail should not be held for long terms by the Jail Department, but should be transferred to the magistrate for deposit.

The Police Department should have no deposits: property found by, or delivered up to, a police officer should be made over to the magistrate for deposit; proceeds of sales of old stores or other Government property should be paid into the treasury for credit to Government; no pay, reward, or other allowance payable to a police officer should be held undisbursed.

5. The funds of *quasi*-public institutions, even when aided by Government as dispensaries are, may not be placed in deposit without special sanction of Government. Nor can any jewels or other property received for custody and restoration in kind be brought on the deposit register, though its value be stated in money.

A single exception is made in a case where a district officer has to receive from a native state a sum of money to be paid out to

certain claimants; the money is generally paid in coin of a native mint, and may be credited in the deposit register at its reputed value; repayments, which will be in the same coin, being of course charged at the same value.

Revenue Deposits—Receipts.

6. Each item of deposit received must at once be entered in a register in Form 18, and numbered: there will be a separate series of numbers for each register, beginning anew each year. The treasury officer will carefully check the amount and particulars of each entry, and then set his initials in the proper column against each. A daily total only will be carried from each register to the cash book.

The entry in the column "Nature of deposit" should be sufficient to explain why the amount is deposited.

7. Every item must be recorded in the name of the person *from* whom, not that of the Government official *through* whom, it is received; it must be passed through the accounts even though repaid on the day of receipt, and be kept distinct, however small it be, till finally disposed of, never being consolidated with others.

Repayments.

8. A person claiming refund of a deposit must produce an order of the court or authority which ordered acceptance of the deposit: this order the treasury officer will compare with the entry in the register of receipts, and, if the balance be sufficient, he will take the payee's receipt, make payment, and record it at once, under his initials, both in the register of repayments (Form 19, from which a daily total is carried to the cash book) and in that of receipts; noting in the former also the date and number of the original receipt, in the latter the date and amount of the repayment: if there be not a sufficient balance at credit of the particular item, the treasury officer will endorse this fact on the order and return it to the person presenting it.

When, at a treasury which banks with a branch bank, a deposit is repaid by an order on the bank, the entry in the register of receipts will be made when the order is issued, and that in the register of repayments, when the repayment is reported in the daily bank sheet.

9. When a deposit is adjusted by transfer to some head of account, the head of account to which it is transferred, and the item in which it is included in the treasury account, should be noted both in the register of receipts and in the register of repayments. The voucher submitted with the list of repayments will state these facts under the signature of the treasury officer.

Form of Voucher.

10. In order to avoid the inconvenience and risk which accompany the payment of money upon proceedings recorded in the vernacular languages, and to ensure caution in the issue of such orders, the Government has directed that every order issued by a court or office for the payment of money from a Government treasury shall be in English, unless the presiding officer is unacquainted with that language. If the disbursing officer does not understand English, and the officer ordering the payment does, the order for payment shall be both in the vernacular and in English.

Form 20 has been prescribed for the repayment order and voucher for deposits repaid.

Personal Deposits.

11. Collections made from the estates under the Court of Wards, and the receipts of public institutions permitted, by special order, to bank with the treasury, should be recorded in personal ledgers. A sufficient number of sheets of Form 21 should be bound up into a volume and successive sets of pages assigned to the several accounts; it is not necessary to transfer the accounts to a new volume with a new year; but, if there be no page available when it is necessary to open a new account or carry forward an old one, all accounts should be simultaneously carried forward to a new volume.

This form may be found convenient, too, for recording the transactions of municipalities or other local funds which merely bank with the treasury but are not controlled by the Account Department.

12. Every personal account will thus have its own ledger page, the form of which provides, besides columns for date of transaction and number of cheque, one for receipts, one for payments, and a third to show the

balance after each transaction, with space for the treasury officer's initials. Herein the receipts are entered in regular order without being numbered; similarly, the disbursements, made not from any one particular item but from the aggregate balance in hand, are entered as they are made without further remark. The treasury officer's duty is simply to see that withdrawals are made only on cheques signed by the responsible administrator, and that the withdrawals never exceed the balance in hand.

13. From these ledgers the daily totals of receipt and payment will be carried into the register of personal deposits (Form 22), from which again the aggregate daily total only will be carried to the cash book.

Sub-treasuries.

14. Deposits made at a sub-treasury must be brought, item by item, through the daily sheet upon the district registers, and must be numbered in the general series. When the officer in charge has occasion to place in deposit an item which, according to rule, should be so dealt with, he may also be empowered to repay it on his own authority. In this case he would himself keep up a register of such deposits, in addition to that at the head treasury. In making repayment he would clearly indicate the sub-treasury account in which the credit originally appeared, so that it will be easy to trace the item and to charge off the payment correctly in the district account.

If any class of deposits is repayable at the sub-treasury, it must not be payable at the head treasury also.

15. The adjustment of cash orders issued on sub-treasuries may most conveniently be watched by opening a personal ledger for each sub-treasury. The orders issued would bear a serial number, and the amount would be credited in personal ledger account, Form 23. When paid at the sub-treasury, it would be charged in the sub-treasury cash book and daily sheet as a miscellaneous payment, but in the district treasury would be posted in the personal ledger account as a repayment of deposit.

Monthly Returns.

16. An extract register of revenue deposits received will be submitted with the cash account in Form 24: only the first five columns will be filled up by the treasury officer, and they should be written up daily from the register of receipts. It is of importance that each deposit should be exactly confined to its own cage, as the Accountant General has to detail repayments against it.

In some cases where many deposits are received for very short periods, permission has been given to detail in the returns submitted to the Accountant General only those not repaid in the month of receipt; the permission would not be extended without clear proof of its necessity. In this case the returns for submission could not be written up till after the close of the month, and there would be breaks in the series of numbers representing the deposits received during the month which had been wholly repaid before its close. At foot of each extract register, both of receipt and of repayment, would be entered a lump sum for "deposits received and repaid during the month," in order that the extracts might agree with the accounts.

17. An extract register of repayments during the entire month, with vouchers appended, is submitted with the second list of payments: it is in the same form as the treasury register (Rule 8), and should also be written up daily. Although no register accompany the first list of payments, entry should be made in it of the total payment on each head made between the 1st and 10th of the month; the entry in the second list will be of the total payment made from the 11th to 31st.

18. For personal deposits, however, a special form of monthly return (Form 25) is provided, as in it the totals only of receipt and repayment on each personal ledger have to be entered: the totals of the two columns, receipts of the month, and payments of the month, alone will be traceable in the cash account and lists of payments. The monthly totals brought out on this form should be the same as those brought out by summation of the daily total columns of Form 22.

The charges exhibited in Form 25 will be supported either by the original paid cheques or, preferably, by a consolidated receipt given by the administrator in exchange for the paid cheques surrendered.

Plus and Minus Memoranda.

19. Together with the monthly deposit returns must be submitted a *plus* and *minus* memorandum shewing the opening balance, receipt, repayment, and closing balance, under each head of deposits, including personal deposits. As this balance should always equal the aggregate of repayable deposit balances upon the deposit registers, it has to be reduced in the April return by the amount reported for lapse under Rule 23.

Quarterly Certificate.

20. At the end of every quarter a certificate must be recorded on the register of receipts by every district officer not in personal charge of the treasury, that he has personally carefully examined the register, and that the entries are made with the utmost care and regularity.

This examination is not intended to be mechanical, and to secure only that all necessary entries are made and initialled without fail at the time of the transaction, but also that no moneys are unnecessarily placed in deposit, or allowed to remain there without good cause.

Annual Account Particulars.

21. In April of each year, a list of the balances still outstanding of revenue deposits of the year next preceding is to be made up in Form 24 with suitable change of heading. Deposits reported for lapse under Rule 23 are, however, to be excluded from the account particulars.

For example, the account particulars of April 1877 will shew the balance on March 31st, 1877, of deposits received during 1875-76.

The changes necessary to fit Form 24 for use as an account particulars are:

The heading would be—

Account Particulars of Deposits received at Treasury in 1873-74 still outstanding on 1st April 1875.

In column 5—for *amount* read *balance* of each deposit.

In column 6—for *in the year of receipt* read *in the second year after receipt*; for *in the following year* read *in the third year after receipt.*

In the last column—for *transferred to account particulars* read *lapsed and credited to Government.*

The same details of the name of depositor and nature of deposit must be given in the account particulars as in the original receipt register, and an equal depth allowed to each entry for record of repayments.

22. A certificate from the administrator of every personal ledger account (to the effect that the balance claimed by him is of a named amount, and detailing his outstanding cheques in order to explain the difference between his balance and that admitted by the treasury officer in his plus and minus memorandum) should be transmitted along with the account particulars for other classes of deposits.

For the sub-treasury personal ledgers (para. 15), the treasury officer's certificate must declare that the credit balance of each agrees with the sum of orders ascertained to be outstanding.

Lapses—Annual Account.

23. Deposits not exceeding one rupee unclaimed for one whole account year, balances not exceeding one rupee of deposits partly repaid during the last year, and all balances unclaimed for more than three complete account years, will, at the close of March in each year, be credited to Government by means of transfer entries in the account office. Of deposits or balances thus lapsing, the treasury officer must submit to the Accountant General, immediately after 31st March, a list shewing date of receipt, number of deposit, and balance at credit.

Early in March the old registers of deposits should be taken up, and an extract made on ruled paper of those of each class which would in ordinary course, whether from age or pettiness, lapse at the end of the month. This list should then be reviewed by the district officer, and any item which in his opinion should not be so dealt with should be struck out, and *at the same time* (if it be an item lapsing from age) entered on the first page of the annual account particulars for that class, full detail of the reasons why it is not to lapse being given in a covering memorandum. Similarly, if any item is repaid in the course of the month, it should be struck out of this list at the same time as the payment is entered in the registers of receipt and repayment. On the 31st of March each of these lists should be again checked with the register of receipts, wherein its items should be marked off as having lapsed and been credited on 31st March, and the total of the list should be deducted in the *plus* and *minus* memorandum from the balance shewn at credit of the particular class of deposits, the list itself signed by the district officer being forwarded to the Accountant General.

24. Deposits credited to Government under this rule cannot be repaid without the sanction of the Accountant General, but this sanction will be given as a matter of course on ascertaining that the item was really received, was carried to credit as lapsed, and is now claimed by the person who might have drawn it any time before the lapse. The amount of a lapsed deposit refunded will, however, be charged in the cash book as a refund, and not debited to deposits. But the application for refund and the payment of the deposit should be recorded in the district register of receipts so as to guard against a second repayment.

Civil Courts' and Magistrates' Deposits.

25. There are two methods in which the accounts of civil courts' and magistrates' deposits may be kept.

In the first of these, each deposit is separately paid into, and drawn from, the treasury, upon documents passed by the presiding officer and setting forth the particulars necessary for the entries in the receipt register. In this case the registers of receipt and repayment are kept, and the monthly and annual returns and lapsed lists submitted, by the treasury officer, in the manner above prescribed for revenue deposits, although the sets of registers and returns must all be kept separate from those of the revenue deposits. For these no further instructions are necessary.

This method is not desirable if the judge or magistrate is a separate officer from the district officer, and has to keep a separate set of deposit accounts for his own purposes.

26. According to the other method, the civil courts and magistrates merely bank with the treasury, remitting without detail their gross deposit receipts for credit in a personal ledger, and making repayments by cheques on the treasury which are taken to debit of the same personal account. These personal ledgers, and the corresponding accounts and returns, must be kept by the treasury officer, in the form prescribed for personal deposits, but quite separate from those of personal deposits proper; and they will be designated as civil courts' or magistrates' deposits.

The treasury officer, in sending as his vouchers the paid orders of the civil court, should attach them to a covering list shewing the number and amount of each.

27. The object and effect of this arrangement is simply to relieve the treasury officer of responsibility for the *details* of the deposit transactions; not to abolish detailed record, but to confine it to the departmental office in which registers of receipts and payments must be kept up in the same form, and be worked on the same principle as above prescribed for the treasury officer's accounts of revenue deposits. The civil court or magistrate in this case is responsible for the monthly detailed returns despatched to the Accountant General (although the vouchers are sent by the treasury officer) and for the annual account particulars and statement of lapses.

The civil court or magistrate will incorporate with his own accounts and returns the deposit items of his subordinate courts, as a treasury officer does those of subordinate treasuries (Rule 14). It may, however, be arranged that some subordinate courts should keep independent accounts and submit their returns direct to the Accountant General. Separate accounts will, of course, be kept for, and separate returns submitted by, the several small cause courts.

It has been expressly ordered that a judge must initial each transaction of receipt or repayment of a deposit just as a treasury officer does.

The plus and minus memorandum of the balance of deposits should be stated by the judge or magistrate upon the register of receipts transmitted to the Accountant General.

28. In civil courts where numerous petty sums are received from suitors for immediate disbursement in full (as for diet, postage, &c.), the detailed control might, with the approbation of the chief judicial authorities, be left with the receiving court.

The receiving court, however, should record and deal with these petty deposits with the same care and formality as others. It would enter all in detail in a register of deposit receipts of the ordinary form, labelled Sheriff's petty accounts, and repayments would be recorded in the similar separate register of repayments, both to be handled and attested like the general registers. From these two separate registers daily totals would be carried into the general registers (though, of course, without numbers) and also into a register of the personal ledger form wherein a daily balance would be struck: monthly totals of receipts and of payments on Sheriff's petty accounts would be noted on the extracts from the general registers submitted to the Accountant General, and lapses periodically reported.

The detailed instructions regarding these petty deposits would be prescribed, wherever the system was permitted, by the chief judicial authority and the Accountant General in communication.

Agreement with Treasury.

29. When the different civil courts of a district bank with the civil treasury, the treasury officer may, if it facilitates the comparison of the accounts, open a personal ledger account for each court, even though the deposit transactions of the subordinate courts be brought by a superior court in detail on its own registers.

30. To prevent disagreement between the deposit figures reported to the Accountant General by civil courts and by treasury officers, it is necessary to arrange that the former shall report only completed transactions. A civil court does not usually receive money, but gives the intending depositor an order to the treasury officer to accept it; and so, though recording the issue of this order in a court register with sufficient detail, it will not bring the item on the deposit register till the treasury officer advises receipt. Similarly, it will ascertain from the treasury at the close of the month which of its payment warrants have been cashed, and detail at foot of its extract register of repayments the warrants which are unpaid, deducting their total from the total of the extract.

When it is inconvenient for a depositor to proceed to the treasury with the court's order to lodge his deposit, it may be received by the court, and by it afterwards forwarded to the treasury. Courts in the same town with a treasury or sub-treasury should make remittances daily; if at a greater distance, they should remit frequently at fixed intervals. Similarly, when it is inconvenient for a claimant to proceed to the treasury there to obtain repayment of a deposit, the judge may pay him in cash, provided that there are in the court funds sufficient, whether of current deposit receipts or of the office permanent advance.

In these cases, however, the gross receipts and payments taking place at the court must be shewn as remitted to and from the treasury, and the payments be supported by the paid orders. If the receipts are in excess of the payments, the excess will be remitted in cash to the treasury; and if the payments are in excess of the receipts, the treasury will pay the excess to the court, which will thus recoup the permanent advance account.

No permanent advance should be given and held apart specially for the repayment of deposits; the office permanent advance may be augmented sufficiently.

31. When the list of lapses is made up by the judge or magistrate, notice of the amount must be sent to the treasury officer to enable him to deduct the amount in the personal ledger.

Chapter 15.—Bills.

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General Explanations.

1. Two forms of bills are used for remittance of public funds in India, *viz.*, *Supply bills* (Forms 26 and 26*a*) and *remittance transfer receipts* (Form 27) for public and private purposes. *Supply bills* are issued under the special orders of the local Accountant General, at times and on conditions prescribed by him; the conditions of issue of *transfer receipts* will be found in Chapter 8. A list of the treasuries on which bills may be drawn is given in Appendix A page 233.

2. The person who *draws* (*i. e.*, issues or grants), a bill is called a *drawer;* the person on whom it is drawn (and who will have to pay it) is the *drawee*; the person to whom the bill is granted is the *remitter*; the person to whom it is payable is the *payee.*

3. A remittance transfer receipt is not transferable, and is only payable to, or on the receipt of, the person named therein as payee. A supply bill is transferable; according to its form it is payable "to the order of A B," and A B, the original payee, can transfer his right by endorsement. This he may do by simply signing his name on the back, in which case it becomes payable to bearer, or he may write above his signature "pay to C D," or "pay to C D or order," in which case C D stands in the same position as A B did originally and has the same powers of transfer. The writing by

which such a right is transferred is called *endorsement*, and endorsement to "C D or order" is a *special endorsement*; the persons to whom successively a bill is transferred are *endorsees*, and the person in rightful possession of a bill at any time is the *holder*.

Issue of Bills.

4. At the commencement of a year a register of bills issued (Form 28) will be opened, by paging it and setting apart a sufficient number of pages for every treasury usually drawn on; the pages should be ruled, and the lines numbered in the column provided for that purpose. The series of district numbers will thus be separate for each district, and will commence anew with each official year; a number cannot be used again, though the bill have been cancelled before another is drawn on the same district. In other columns will be entered the printed (or general) number, the date and amount of the bill, the names of the remitter and payee, and the authority for issue, whether this be contained in a paragraph of Chapter 8 or a letter of the local Accountant General; the remarks column will be left blank for note of issue of duplicates, of cancellation, and the like.

Supply bills and transfer receipts drawn on the same district will be recorded in the same district issue register, and in the same series of district numbers.

5. Bills should be prepared and signed from time to time as they are applied for, immediately on the receipt of cash: the business of signing them should not be postponed till the close of office, and ON. NO ACCOUNT may the office be closed till all bills applied for have been issued. Each must be signed legibly with the full signature of the drawer (who should take pains to maintain a uniform signature), and should then be torn by him from the counterfoil.

The counterfoils of bills issued should be periodically bound up for preservation.

6. At the time of signature, the register of bills issued, together with the advice (para. 7) and the book of forms, will be laid together before the treasury officer; the advice must be *signed* before the close of office, but he will initial each entry therein, and in

the register and the counterfoil, at the same time as he signs the bill, after he has satisfied himself that—

(*a*) the several documents agree;

(*b*) the authority for issue is sufficient;

(*c*) the date and place of issue and the name of the payee are legibly and distinctly entered in the body of the bill;

In the case of public service transfer receipts *in favour* of a public officer, the purpose for which the remittance is made must also be plainly stated in the body of the bill, in order that this document may be complete in itself and independent of a covering letter; but the drawer's omission to give this information will not justify the drawee in refusing payment.

(*d*) the amount is entered in words as well as figures, and that the words are written continuously without lifting the pen, and end with the word "only" in order to prevent interpolation;

(*e*) a sum a little in excess of that for which the bill is granted has been entered in words across the bill at right angles to the type;

"Under thirty rupees" will mean that the bill is for a sum not less than Rs. 20, but less than Rs. 30; and, similarly, "under eight hundred rupees" will mean that it is for less than Rs. 800, but not less than Rs. 700.

(*f*) the bill is signed in every case by the head clerk, and also by the treasurer when the bill is issued in exchange for cash, but by the accountant instead of the treasurer when the amount has been received by transfer in account: the treasurer should enter the amount in the native character at the same time as he signs the bill.

The provision that each bill issued in exchange for cash shall bear the treasurer's signature is only intended to bring home responsibility to him: bills issued by branch banks holding the Government balances need be signed by the Bank Agent only.

Advice List.

7. The advice list (Form 29) will include both supply bills and transfer receipts drawn on the same day on a particular treasury. The general, as well as the special or district, number of each must be shewn. The advice will be initialled as each bill is signed, and will be totalled, closed, and signed by the treasury officer, and despatched,

without a cover, without fail before the treasury closes on the day of issue.

The advices of bills issued by treasuries under charge of a branch bank will be signed and despatched by the Agent, who will recover the postage from Government monthly.

8. If alterations be made in a bill prior to issue, the corrections should be noted in the advice, and each alteration, both in bill and advice, should be authenticated by the drawer's initials, in order to prevent hesitation on the part of the drawee. If the drawer should enter the amount so carelessly as to enable a stranger to alter it, and fraudulently to obtain payment of a larger amount, the *drawer*, and not the drawee, must bear the loss. But the drawee must remember and apply the numerous defensive checks provided for him.

9. Advices of bills drawn on the Bank of Bengal at Calcutta, the Bank of Madras at Madras, or the Bank of Bombay at Bombay, should be sent direct to the Secretary and Treasurer of the Bank. But advices of bills drawn on districts of which the treasury business is managed by a branch of either of these banks, should be sent to the officer in charge of the district, who will at once register them in the check register of bills payable (Form 32), and *immediately* pass on the original advices to the Bank Agent as authority to pay the bills on presentation without further special authorization.

Accounts of Bills issued.

10. The district issue registers will be, with the check margins of the bills themselves, the only record of detailed transactions preserved in the office, but at the time of issue each must be entered in a *general list* of bills issued, to be submitted to the Accountant General with the monthly cash account.

11. There will be four general issue lists, namely:—

Supply Bills, local (that is, issued on treasuries under the same Local Government).

Supply Bills, foreign (that is, issued on treasuries under other Local Governments).

Transfer Receipts, local.

Transfer receipts, foreign.

For local bills, Form 30 is prescribed; for foreign bills, Form 31.

The general number of each bill must be given without fail in these lists: the special or district number is not required. Each of the four will be totalled daily, and its total carried separately into the cash-book.

At the end of the month these lists will be submitted in original to the Accountant General with the cash account, wherein the totals only will be shewn of the receipts of the month under supply bills and remittance transfer receipts, local and foreign respectively. No office copy of these lists need be kept by the treasury officer.

Cross-checks.

12. It will be useful to note the cross-checks which a treasury officer can each evening apply to the several documents connected with bills issued. The several advice lists and the district issue registers check one another directly; the total of each general list must agree with the total of the advice lists for that class, and this agreement should be at times tested by the treasury officer himself; the total of each general list, too, should, day by day, be compared with the credit in the cash book; and, lastly, the issue of forms should be checked by the number of entries in each pair of general lists.

Regularity of signature.

13. Variation in the signature of the drawer often entails much trouble on the paying treasury, and the drawer will be held responsible for any inconvenience or delay which may be caused to individuals in consequence of change in, or illegibility of, his signature, or other serious irregularity on the face of the bill, as the drawee would be justified in suspending payment in cases of doubt arising from such causes. Accordingly, a native officer in charge of a treasury should *sign* his name in English, or have it written in English character below the vernacular signature.

14. When any change of treasury officer occurs, a specimen of the signature of the new comer should be

forwarded by the out-going officer to all treasuries usually drawn on. The following form will be convenient:

"The undersigned begs to notify to_____that he has on this day been relieved of the executive charge of the treasury at_____by_____, a specimen of whose signature is annexed."

_____

*The*_____*187* . } *Relieved officer.*

_____

Relieving officer.

In the case of a native signing in vernacular, his name should also be written in English characters in this notice, as well as after his signature in bills (para. 13).

When an officer, who was formerly in charge of a treasury, resumes charge of it after a lapse of time, his signature need not again be circulated among treasury officers; but in the Gazette notification it will be mentioned that the new officer was formerly in charge.

Payment of Bills—Check Register.

15. At the commencement of each official year a *check register of bills payable* (Form 32) should be prepared. It should be paged and ruled, each page signed by the treasury officer, a page (or two or more) set apart for each treasury, or officer, usually drawing, and the lines in them numbered; if the pages provided be too few, it will be easy to carry forward the record by noting at foot of the last page the number of that on which future entries will be found; a back reference being similarly made on the latter.

16. The advice lists received from issuing treasuries will furnish materials for filling up columns 1, 3, 4, and 5 in this register. These lists, like the public despatches, must be opened in the presence of the treasury officer, and each dated and initialled by him after he has satisfied himself of its genuineness by examining the signature of the drawer and, if necessary, the postmark. He should satisfy himself that the particulars are punctually and accurately posted in the check registers of bills payable, and then the advice list should be filed with others received from the same treasury. These advice-files should all be bound up together at the end of the year.

It may be as well to remind treasury officers of the security (against the fraud of altering after signature the amount shewn in

the advice) which is afforded by comparison of the total amount reported in words in the heading with the real total of the figured amounts of an advice. Any alteration of any entry, whether of name or figures, in an advice requires the drawer's initials (Rule 8), so that it is scarcely possible that any fraud should be attempted by altering the advice *before* he has signed it, since at the time of signing he would notice any uncertified correction.

17. This register is intended to facilitate examination and identification of bills presented for payment. The entries to be made from the advice list should be a sufficient obstacle to the encashment of bills forged or fraudulently altered; and their sequence effectually bars the use a second time of a district number, and suggests suspicion even of the advice list where a high number, general or special, follows a low one. The column of remarks provides space for necessary notes of calls for advices, of references touching irregularities, of cancellation or of issue of certificates of non-payment, or of advices of seconds or thirds; and the treasury officer should be careful to see that these notes are punctually made.

Examination of Bills presented.

18. On presentation of a bill for payment, the treasury officer must compare it with the above register and also with the advice, and should satisfy himself carefully that it is in order, and that it is receipted on the back by a person able to give a legal quittance.

19. The points of order are, that the bill has been advised, that it corresponds in all particulars with the advice, that it bears the genuine signature of the drawer, that it has not been tampered with, and, of course, that it is not a cancelled or a lapsed bill or one of which a duplicate has been paid. Yet, a bill may be paid—

Without advice, if there is no reason whatsoever to doubt its genuineness, and if the holders are known and respectable and likely to be inconvenienced by delay; on tender of sufficient guarantee there need be no hesitation: application for advice should, however, be made at once.

Even *though differing from the advice*, at the discretion and risk of the drawee, provided there is no suspicion of fraudulent alteration, or any pos-

sible doubt of the genuineness of the bill. But great caution should be exercised before paying on a bill an amount larger than that named in the advice.

Doubtful bills.

20. In case of erasure, alteration, or other serious cause for suspicion, the drawee should before payment refer to the drawer, the post office, or the Accountant General, as the case may require. Any material alteration of a bill without the consent of the parties, after it has been drawn, or endorsed, such as the date, sum, or time or place of payment, will invalidate it; but the mere correction of a mistake, as by inserting the words "or order" in the endorsement of a supply bill, will have no such effect. A merely technical defect, such as the omission by the drawer to note the purpose for which a public service transfer receipt is required, will not justify the drawee's refusal to pay. Remittance transfer receipts should not bear any other endorsement than that of the payee, and Government officers are justified in declining to cash such receipts bearing any other endorsement whenever it may appear desirable to them to do so.

The letter conveying the last instructions goes on:—"There is no objection to the Bank of ——paying on its own responsibility, and for the convenience of its constituents, transfer receipts bearing endorsements in addition to that of the payee. In all such cases the bank must itself endorse the transfer receipts." The bank had pointed out that the special endorsement of the payee was as full an acquittance to Government as a simple "Contents received," in consequence, no doubt, of the stipulation on the face of the bill that it is NOT TRANSFERABLE.

Form of Receipt.

21. For the sufficiency of the receipt, it is necessary to see that it is not for a part only of the bill, and that it is given by the legal holder. On no account may a bill be paid by instalments; receipt for the full amount must be given on the reverse, and the full amount must be paid.

a. If the legal holder be dead, payment should be made only to his legal representative; a bill for less

than Rs. 100 may, however, be paid without a certificate of administration.

b. If the receipt be signed by an agent or attorney, note of the existence, and of the record in the treasury, of the power-of-attorney should be made on the bill.

c. If more than one person be named in a bill, all must join in order to give a valid endorsement or receipt.

d. A bill payable to A B cannot be cashed on the receipt of his partner C D without production of a formal power-of-attorney; a bill payable to A B and Co. can be paid on the receipt, as A B and Co., of any member of the firm.

e. Although bills can be legally drawn in favor of *incorporated* banks, and paid on receipt of the official duly authorized for the time being, they cannot be so drawn in favor of *unincorporated* banks or other institutions. The *name* of the payee, as well as his designation (Secretary, Manager, &c.), must be inserted, and his receipt required; but, if he have left and his signature cannot be obtained, payment can be made to his successor on formal guarantee of indemnity.

f. If the amount of the bill be payable by transfer to some head of account, the fact that it has been so credited, and the date of credit, and the item in which it is included, should be noted across the face of the bill, under the signature of the treasury officer. If the bill be a transfer receipt, the form of receipt on the reverse should be scored through and a similar note made there; if it be a supply bill endorsed to the Collector or other public officer, he should endorse it "credit to such a head of account" over his signature.

Record of Payment.

22. As each bill is paid, it must be scored through and stamped *paid*, the word *paid* entered against the bill in the advice list, the date of payment noted in column 6 of the check register, and the amount paid entered in the right-hand column of the same. Entry must be made at the same time in the proper register of bills paid (see next rule).

If the treasury banks with a branch bank, the entry of payment in the latter register will be made from the paid bills on their return from the bank, see Rule 9.

The entry in the check register of the amount paid on each bill is intended to facilitate preparation of the assets and liabilities statement, and consequently, on receipt of advice of cancellation of any bill, or on its lapse, whether under Rule 31 or under Chapter 8, Rule 18, its amount should be entered in like manner. Then the difference between the forward totals of columns 5 and 8 will be the liability on account of the bills of the drawing district.

Accounts of Bills paid.

23. A volume should be prepared at the beginning of the year (Forms 33 and 34), in which the bills will be entered as they are paid, the daily total being each day carried to the cash book. These registers of bills paid will be four in number (like those of bills issued), namely, for supply bills and for transfer receipts, each a pair, one of which is for local (Form 33) and one for foreign bills (Form 34).

24. Four schedules of bills paid (in the same form with the registers) should punctually be written up before office closes, in order to be submitted to the Accountant General with the bi-monthly list of payments, and the bills themselves should be attached to their schedules.

Paymasters' Transfer Receipts.

25. Transfer receipts issued by military paymasters, (Chapter 8, Rule 7), undergo, previous to payment, precisely the same form of scrutiny and test. But the entry of the payment is to be made in the appropriate column of the military schedule of payments (Chapter 23), and not in the registers prescribed in the last two rules.

The following is a complete list of the circle paymasters who may issue such transfer receipts. It will of course be understood that no transfer receipts may be drawn by civil treasuries on them :—

PRESIDENCY.	CIRCLE.	STATIONS.
Bengal ...	Presidency	Calcutta.
	N. W. Provinces	Allahabad.
	Punjab	Rawal Pindi.
Madras ...	Presidency	Madras.
	Pegu	Rangoon.
	Presidency pension	Madras.

Presidency.	Circle.	Stations.
Bombay ...	... Presidency	.. Bombay.
	Presidency pension	... Bombay.
	Poona pension	.. Poona.
	Dapoli pension	... Dapoli.

Issue of Duplicates.

26. Duplicates of a bill may be issued under the circumstances stated in Chapter 8, Rule 11; and, in the event of the loss of both original and duplicate, a triplicate may be issued on the same terms as the duplicate, the non-payment of the others being certified. No special form is provided for triplicates; the form of duplicate must be altered by hand.

27. The duplicate and triplicate must be drawn in exactly the same terms as the original bill, with the same date, the same number, the same amount, and the name of the same payee; so that, if a lost bill has been endorsed, the endorsee must apply for a duplicate through the original payee. It will be issued under the signature of the officer in charge of the treasury at the time, although he be not the person who signed the original bill.

28. No duplicate or triplicate older than six months should be paid without previous reference to the Accountant General; nor should any duplicate or triplicate of a bill endorsed for payment at a sub-treasury be either cashed, or endorsed for payment at a sub-treasury, until the officer at the sub-treasury has certified that he has not paid the original, and that he has recorded the issue of a duplicate.

Cancellation.

29. When a bill is cancelled, as provided in Chapter 8, Rule 13, the fact of cancellation should be conspicuously noted across the face of the bill; at the *same* time note should be made in the register of bills issued (Form 28), and advice sent to the officer drawn on, who should at once record the fact in the remarks column of his check register of bills payable, and also note the amount of the bill in the column of "Amount discharged." The amount refunded should be charged, if a local bill, in the schedule of local bills paid (supply

bills or transfer receipts), but, if a foreign bill, in the body of the list of payments, the entry being in either case supported by the cancelled and duly receipted bill as voucher; and it must appear, even though issue and cancellation take place in the same month. The special (district) number of the cancelled bill may not be used for another bill, even though no other have been drawn on the same district between the issue of the bill and its cancellation.

Exchange.

30. When a bill is exchanged for another (see Chapter 8, Rule 14), the original bill will be treated and charged as a bill presented for payment, and the amount again credited as received for the issue of the new bill.

Lapse of Bills.

31. Supply bills and transfer receipts, which are not paid before the end of the third account year after that in which they are issued, lapse, and should be so marked in the check register of bills payable, their amount being at the same time posted in the right-hand column of that register: their amount is transferred to the credit of Government by an account entry made by the Accountant General. Should any one apply for payment of a lapsed bill, he should be directed to address the Accountant General; if payment be sanctioned, the amount will be charged in the cash book as a miscellaneous refund. The rule applies to bills drawn by treasuries under other Governments as well as by those under the Local Government.

Paymasters' transfer receipts lapse in the same way as those of civil treasuries.

Regarding transfer receipts for sepoys' remittances, see Chapter 8, Rule 18.

Forms.

32. Forms will be supplied to treasury officers by the local Acountant General, to circle paymasters by the Controller of Military Accounts. Indents for supplies should be in the following form, and should ordinarily be for twelve months' supply. The same form also will be used for indents on the Comptroller General by those Accountants General who are supplied by him.

*Indent for Supply Bill (or Remittance Transfer Receipt) forms required for the use of the Treasury at*_____

Description of Form.	Issued in the past twelve months.	Spoilt and returned after defacement in the past twelve months.	Balance in store.	Last number in store.	Indented for.
Original on Bank of Bengal					
Do. on other treasuries					
Duplicates					

All these forms are now printed with a colored ground pattern on water-marked paper. Any fraudulent erasure is impossible, inasmuch as it involves the removal of so much of the colored ground pattern as to ensure detection.

It has been arranged that a proper color shall be allotted to each province, and that both letter-press and ground-pattern shall be in that color, the printed numbers alone being in black. For duplicates, however, the ground-pattern in the proper color will cover the whole face of the form, while the letter-press will be in black.

For the convenience of commercial houses, it has been decided that supply bills for more than Rs. 1,000 may, if required, be issued in duplicate. For the use of Calcutta, special forms are printed in duplicate (Form 26*a*); elsewhere the ordinary forms for duplicates may be used, the fact of such an issue being noted in the advice. A duplicate should not, however, be given, unless specially asked for.

Care of Forms.

33. Immediately on receipt of a parcel of forms of bills they should be carefully examined. The duplicates for district treasuries are made up in books of ten each, and bear no numbers; they should be counted. The originals are made up in books of fifty each, and bear a printed number in a general series peculiar to the province; here the series of numbers in each book should be checked, and the books themselves compared with the particulars given in the invoice. The acknowledgment should certify that the forms have been counted and found correct.

34. The forms of bills and of advices should be placed in store under the key of the treasury officer, who should each morning issue the book or books

containing bill forms, and the advice-forms, for the day's use. He must be careful not to issue a book of a later serial number before an earlier, and therefore should see that the store is so arranged as to prevent mistakes. Every evening the unused forms will be returned to him, and he should see that this series is unbroken; that no form is kept back unissued unless it be spoilt; that the number expended in the day agrees with the total numbers of the two lists of bills issued, *viz.*, on the local and on other Governments.

35. Spoilt forms should never be destroyed; both the check margin and the form itself should be defaced under the treasury officer's initials, and the forms returned to the Accountant General with the list of Bills Issued, Local (Form 30).

Chapter 16.—Inland Money Orders.

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General.

1. The object of the Money order system is to afford to the public a means of remitting small sums of money safely and economically.

A list of places on which money orders may be drawn is given in appendix A page 233; when notice is received of the opening or closing of any office, the list should be at once corrected.

2. The work in connection with the issue and payment of money orders now forms, except at the presidency towns, a part of the ordinary duties of a treasury establishment.

When money order work is carried on at sub-divisional treasuries, it is under the charge of the sub-divisional officers.

Limitations on issue.

3. No single order may be issued for a larger sum than Rs. 150, nor may it include fractions of annas.

4. The aggregate amount of orders issued in favor of any one person on a district treasury must never exceed Rs. 500 in one day, unless the officer in charge of the drawing treasury has special authority from the

Accountant General to draw for a larger amount. When orders are drawn upon any one treasury in excess of Rs. 500, a special intimation (Form 35) must be sent to the office drawn upon, in addition to the usual advice.

Orders on sub-divisional treasuries must be limited to small amounts, unless under special permission from the Accountant General.

5. An issuing officer may refuse compliance with requisitions for money orders when he sees sufficient reason for so doing. For instance, should the issue of orders lead to an embarrassing accumulation of funds, it may be prudent to refuse to issue until the treasury balance is reduced to a convenient limit.

Payment of orders once drawn must on no account be refused; but in the event of a treasury continuing to draw heavily, to the inconvenience of the office drawn upon, the fact should be reported to the head office of the circle (see Rule 53) and to the local Accountant General.

Commission.

6. The following are the rates of commission charged on money orders:—

On sums not exceeding	Rs. 10	annas 2	On sums not exceeding	Rs. 100	Rs. 1-0
	„ 25	„ 4		„ 125	„ 1-4
	„ 50	„ 8		„ 150	„ 1-8
	„ 75	„ 12			

Applications.

7. Applications for money orders must be made in the requisition form only (Form 36), and care must be taken before granting an order that the applicant gives clearly his own full name and address, with the full name and address of the payee.

These requisitions should be preserved for 15 months, after which they may be destroyed.

8. The following rules regarding names must be observed:—

(*a.*) No order is to be made out in favor of two or more persons, except in the case of firms where the usual designation must be given.

(*b.*) In the case of Europeans with more than one Christian name, the surname in full, with the initials of the remainder, is sufficient.

(*c.*) Prefixes, such as Mrs. or Miss, should be omitted.

(*d.*) For Natives, the caste or tribe must be given, in addition to the name.

(*e.*) In cases where a remitter is unable to give the full name of the payee, he should state his occupation, or give such information as may lead unmistakeably to his identification; such as his rank, trade, profession or name of firm.

Issue.

9. The application, together with the amount of the order and commission (see Rule 6), being received, the particulars must first be entered in the Journal of issues (Form 37), and then the corresponding order and advice must be prepared, and the date stamped on both. Officers issuing money orders are directed to take care that the money be always paid down before any entry is made in the Journal.

When an order is granted for even rupees, a line drawn, or the word "only" should be added after the amount expressed in words, so as to prevent alterations.

Care must be taken in separating an order from its advice that neither order nor advice be torn.

10. If any error be committed in filling up a money order, a new order must be made out, AS NO ALTERATIONS OR ERASURES ARE PERMITTED. The spoilt order must then, with its advice, be marked "SPOILT AND CANCELLED," and forwarded to the head office of the circle, with the list of issues (see Rule 30) in which the number would have appeared had it been issued, an explanation of the cause of cancellation being entered against the number in the list.

Advices.

11. Advices of money orders must be despatched without fail on the day of issue. They must be prepaid by service stamps. Papers on other subjects should not be included with the advices in the same cover.

12. When an office of payment notifies, under Rule 21, the non-receipt of the original advice of an order, a second advice in the prescribed form should be prepared and forwarded by *return* of *post*.

13. As advices of money orders are received, they should be immediately examined, so that, should any advice have been wrongly addressed, it may be forwarded by the *first* post to its proper destination.

Erroneous advices.

14. Should there be any irregularity in an advice, such as a discrepancy between the amount in figures and the amount stated in writing, it should, after entry of both amounts in the Corrected and Cancelled Advice Book (Form 40), which is a register of advices disposed of out of the usual course, be returned to the issuing office for correction, whence a second advice should be sent back without delay.

15. The date of receipt of the corrected or second advice should be noted in the "remarks" column of the Corrected and Cancelled Advice Book.

Advices for which the issuing office substitutes corrected ones should be returned to the head office, with the words "cancelled, corrected advice granted in lieu of this," entered across them.

Advices of repaid and of missing orders.

16. When notice of repayment of an order under Rule 36 has been received, its advice should be forwarded to the head office, with the words "corresponding order repaid," and date of return to head office, written across the advice.

17. The advice of an order, for duplicate of which application has been made, should not be forwarded to the head office, but be retained at the paying office till either the duplicate or original order is presented for payment. If neither is presented within twelve calendar months from date of original issue, then the advice should be forwarded to the head office, with a lapsed order statement (Rule 45).

Payment.

18. When a money order duly receipted is presented for payment, it may be at once paid, if—

(1) the advice has been received ;

(2) it corresponds with the order in respect of number, date, amount, and name of payee;

(3) the applicant for payment is able to give the name and address of the remitter.

After once making payment of a money order, by whomsoever presented, the office is not liable to any further claim.

19. A payee who can write need not attend the office personally to obtain payment, if the particulars regarding remitter are given in writing and there is no ground of suspicion. In case of doubt, the remitter's transmitting letter should be called for, or the payee requested to appear in person. The order must always bear the signature of the payee. A payee who is unable to write must appear in person at the treasury; the paying officer will witness his mark, and then certify it by adding his initials.

20. Money orders presented through a bank may be paid without any enquiry as to the remitter, if the signature of the payee agrees with the name advised, but not otherwise.

Case of no advice.

21. If an order be presented for payment before its advice has been received, a second advice should at once be called for from the issuing office (Form 39), and the payee informed of the cause of refusal of payment, and requested to call again or leave his address, so that he may be communicated with in the event of the original advice arriving before the second.

It is important that the public should be as little inconvenienced as possible, and that no vexatious or unnecessary delays in the encashment of money orders should take place.

Case of discrepancies.

22. Should the signature on an order presented for payment differ from the name of the payee entered in the advice, or should the person applying for payment be unable to give the name and address of the remitter, payment should be refused.

23. In cases where there may be a slight discrepancy only between the name of the payee as advised and his

signature on the order, payment need not be refused if the person presenting the order is of known respectability, or can prove satisfactorily that the remittance was intended for him. A treasury officer may exercise his discretion in requiring a payee to guarantee* a refund in case of wrong payment.

24. When payment of an order is refused in consequence of variance between the particulars given in the advice and those given by the person presenting the order, he should be requested to communicate with the remitter with a view to obtaining a correction of the advice from the issuing office, on receipt of which the order may be paid if the error has been on the part of such office. If the error has been caused by any fault of the remitter, he must obtain a fresh order.

25. But the treasury officer may, at his discretion, with or without guarantee of the payee alone, or of the payee and some person of substantial means, pay an order to a payee of known respectability who may be unable to give the name of the remitter, and after payment may communicate that name to the payee.

26. When a corrected advice has been called for and the order is presented for payment before its receipt, the smaller amount may be paid, provided the order be presented by the proper payee.

Case of deceased payee.

27. Money orders payable to deceased persons may be paid under the rules for Bills of Exchange under Rs. 100. (See Chapter 15, Rule 21*a*.)

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* GUARANTEE ON PAYMENT OF MONEY ORDER UNDER RULE 23.

"Having been permitted to draw the amount of _____

Money Order No. _ _ _ _ _ dated _____ for

Rs. _____ payable to _____ _____ _____,

$\frac{I}{we}$ do hereby engage to refund the amount in case of any fraud or irregularity becoming known, and to hold the Government harmless.

N. B.—This guarantee must be stamped under Act XVIII of 1869.

Accounts.

28. The forms of journals of orders issued and paid are given in Forms 37 and 38. They must be posted as each issue or payment occurs, and must be initialed daily by the treasury officer. When the transactions do not fill a page, a line should be drawn under the last entry and the total cast up and carried to cash account.

29. Both these journals should be examined daily by the treasury officer, the former (issues) with the advices before their despatch by post, the latter (payments) with the paid orders and advices, which after this comparison should have the left-hand bottom corner cut off and then be locked up under the key of the treasury officer, together with any spoilt forms (Rule 10), till they are sent on to the head office.

Weekly Returns.

30. Treasury officers will furnish, to the head office of their circle (see Rule 53), weekly lists (Forms 41 and 42); the one showing the money orders issued with the commission levied on them, and the other showing merely the orders paid. The list of payments must be supported by the orders paid and their advices, and also the application forms on which repayments have been granted, as these form the vouchers for the entries in account.

31. These weekly lists of issues and payments should contain transactions from Monday to Saturday inclusive, and, if the end of the month falls in the middle of a week, a separate sheet should be used for the closing days of that month, and the remainder of the week, forming the beginning of a new month, should have a fresh sheet. A list should therefore be posted every Saturday, and on the last day of every month.

32. The weekly lists of sub-divisional treasuries should be closed on the same day of the month with the sub-divisional treasury accounts (Chapter 11, Rule 18), the transactions of the remaining days of the closing month being entered in the first weekly list of the ensuing month.

33. If in any week there be no transactions, information should be sent to the head office, not by letter,

but by a blank sheet of the prescribed forms (41 and 42) with the words "*no transactions*" written across.

Repayment of Orders.

34. An applicant desiring either simple repayment of an order or transfer of it to another payee or paying office (*i. e.*, repayment of the original and issue of a new order) must make application on printed Form 43, and (except in the case of a repayment applied for on the day of issue) pay a second commission.

35. In the case of an original order, unless the application is made on the day of issue of the order, reference (Form 44) should be made to the journal of issues (see Rule 40), and also to the head office, to ascertain whether a duplicate has been issued; if the head office certifies that no duplicate has been issued, the request may be granted. If a duplicate has been issued, or if the application is for repayment of a duplicate, action must be delayed till the paying office has certified (Form 45) that the order has not been paid, and that the advice has been cancelled and despatched to the head office. (Rule 16.)

The applicant must surrender the original order when it is repaid to him, and repayment can be made on a duplicate order, only if there is reasonable ground to suppose that the original is not in existence.

Procedure after repayment.

36. When a repayment is made otherwise than before despatch of the advice, immediate information must be sent by first post both to the paying office and to the head office, when the paying office will cancel the advice and forward it without delay to the head office together with the letter of information. When repayment is made of a duplicate, a note must also be made against the original issue, to prevent application being made for repayment of the original.

37. On the repaid order the words "repaid this day" should be written in red ink and dated, and in the case of a fresh order being issued the enfacement should be, "repaid and fresh order granted for same amount." The red ink enfacement made in both the above cases must be attested by the treasury officer's usual signature.

38. An order discharged in either of the ways above described should be shown on the debit side of the account (the journal and list of payments) to meet the entry made on the credit side of the account (the journal and list of issues) when the order was issued; the fresh order being treated as an ordinary issue but made without commission. The second commission realized on account of a repaid order should be shown on the issue side of the account below the total of first commission, and details of the particulars of the order on which commission has been recovered should be given opposite such entry.

The application (Form 43) for any alteration granted by the treasury officer must be attached to and submitted with the original order when this is sent as a voucher with the list of payments.

Duplicate Orders.

39. Duplicate orders are granted only at the head office and only to the remitter or the payee on their reporting the loss of an order, applying (Form 43) for a duplicate, and paying a second commission; but on no account will an application from a third person be attended to unless the authority of one of the two principals is produced.

40. On the issue of a duplicate order by head office, notice is sent to the original issuing office in order that the date may be entered in the journal of issues, so as to prevent the refund of the original order and to secure note on any second advice of the fact that a duplicate order was granted on a named day.

41. A duplicate cannot be paid unless the original is outstanding, and only on the ORIGINAL ADVICE. Head office letter of advice of the date of issue of duplicate is merely an announcement of a duplicate having been granted. The original order, if presented subsequent to the payment of the duplicate, must be refused, the words "Paid on Duplicate" being written across the order, which may be retained or returned to the payee as he may desire.

42. Each payment of a duplicate order should be carefully noted in red ink in the journal of payments: as, before refusing payment on an original order under the last rule, it is the duty of the treasury officer to satisfy himself by reference to his journal that duplicate has been paid.

Lapsed Orders.

43. Orders remaining unpaid after one year from the date of issue, *e. g.*, issued in January, but unpaid at the end of the following January, are to be considered as void and lapsed to Government.

44. The lapsed order statement (Form 46) will be submitted at the end of each month in which there are any lapses, and will include all orders which have under Rule 43 ceased that month to be payable, the advice being marked as CANCELLED and submitted with the statement to the head office of the circle, and the words "lapsed and sent to head office" being entered against it in the "Cancelled Advice Book."

45. A lapsed order can be paid only under special orders of the Comptroller General, in applying for which satisfactory explanation of the delay must be given. A new commission will be levied at the time of making the payment.

Annual Statement of Outstandings.

46. A statement of orders outstanding on the 31st March in each year (Form 47) must be rendered to head offices of circles within at most fifteen days after the close of the official year.

Annual Report.

47. A yearly report on the working of the Money order system at each station must be submitted to the head office of the circle not later than the end of April. Independently of this report, it is the duty of the treasury officer to keep the local Accountant General acquainted with the working of the system as it affects his cash balances, especially informing him of any large receipts or payments.

Miscellaneous.

Stamping and Signing.

48. All orders issued or paid, as well as their advices, must have the date of issue or payment legibly impressed with the Money Order Stamp in the bracket space assigned for the purpose. Should the stamp be

indistinct, the date of payment must be filled in by hand, but care should be taken to keep the stamp clean, and no time should be lost in applying to the head office when the figures get worn out, so that new types may be supplied.

49. Orders issued and their corresponding advices, together with all correspondence and statements, must bear the usual signature of the officer in charge of the treasury.

Forms.

50. A sufficient quantity of all necessary forms should always be kept in stock, and indents for fresh supplies (Form 48) forwarded to the head office at least a month before the supply in hand is likely to be exhausted. When existing forms are superseded by new ones, the old forms should not again be used ; no discretion is allowed in this matter. Blank Money Order forms must be kept under the personal charge of the treasury officer.

51. The form of receipt (Form 49,) filled up and accompanying the forms supplied to treasury officers on indent, should be compared with the forms received, and signed and returned on an early date to the head office.

Correspondence.

52. Promptness in attending to correspondence from head office is indispensable, and no undue delay in furnishing required lists and statements should on any account be permitted.

53. The following are the addresses of the head offices of the Money Order Circles :—

For Treasuries in Madras—Assistant to Accountant General, in charge Money Order Department, Madras.

For Treasuries in Bombay—Assistant to Accountant General, in charge Money Order Department, Bombay.

For Treasuries in Mysore—Controller, Money Order Offices, Mysore Circle, Bangalore.

For Treasuries in Berar—Controller, Money Order Offices, Berar Circle, Bolarum.

For Treasuries elsewhere—Assistant to the Comptroller General, in charge Money Order Department, Calcutta.

Money Order Advices to the head-quarters of the Circles should be addressed to the Money Order Agent, Calcutta, Madras or Bombay, the *District* Treasury Officer, Bangalore, and the Treasury Officer, Hyderabad (Chudderghat).

ANNEXURE.

Memorandum of Office Instructions.

What a Treasury Officer should do.

1. Read Chapter 15, Rule 34 (Bill Rules), and be guided by those instructions in the custody of Money Order Forms.

2. Examine daily the issue journal with the advices and the payment journal with the vouchers (Rule 29).

3. Initial each entry in the Corrected and Cancelled Advice Book.

4. Cut off daily the left-hand bottom corner of all vouchers, *i. e.*, paid orders and their advices.

What a Treasury Officer should not do.

5. Grant an order on a verbal requisition.

6. Make any repayment without a formal application, or repay without a non-payment certificate.

7. Send on to head office an account in which there are erasures, unattested interpolations, or additions of pieces of paper pasted on to lengthen the form.

8. Allow his clerk to write up the accounts in a lump at the end of the week instead of doing it daily.

9. Allow his clerk to keep the vouchers.

10. Allow a single day's delay in despatching the weekly lists, which should be sent off without fail every Saturday (Rule 31).

11. Allow his supply of forms to get below a month's requirements before indenting for more.

12. Indent except on prescribed form.

13. Sign orders and advices in anticipation should he have occasion to leave the station for a time (see Circular 45, dated 7th October 1869).

Points to be impressed on the Treasury Clerk in charge Money Order work.

14. Never enclose any other papers in the covers containing advices.

15. Never make erasures in accounts: all alterations should be made in red ink and attested by the treasury officer.

16. Never paste on extra lengths of paper to account forms: use another sheet.

17. Never leave the preparation of the weekly lists to the last day of the week: these accounts should be written up daily and despatched punctually every Saturday.

18. Reply to printed letters from head office on the counterfoil and not on separate pieces of paper if it can be avoided.

19. In the case of double-sided memoranda the reply should be on the second portion, and both be returned to head office.

Chapter 17.—European Money Orders.

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General.

1. Arrangements for mutual issue and payment of European money orders have been made with the following countries :—

United Kingdom	...	Overland Money Orders.
German Empire, Belgium, and Heligoland	...	Munich Money Orders.
Holland	...	Netherlands Money Orders.
Switzerland	...	Swiss Money Orders.
Denmark	...	Danish Money Orders.
Italy	...	Italian Money Orders.

Overland money orders can also be made payable in Canada : see Rule 16.

A list of Money Order Offices in the United Kingdom is supplied to each treasury.

2. The rules in the last Chapter (Inland Money Orders) are applicable generally to European orders also. But separate accounts, returns, and forms must be kept for each class of European orders, and they must on no account be mixed up with each other, or with the accounts and returns of Inland money orders.

3. The Comptroller General, Calcutta, and the Post Master General, London, are authorized to suspend temporarily the exchange of money orders in case the course of exchange or any other circumstance should give rise to abuses, or cause detriment to the revenue.

Tariff of Rates.

4. European money orders, whether drawn on or drawn by India, are stated in sterling money, and the amount in rupees payable on them, or for them, depends upon the current rate of exchange. A tariff of

rates, under different Schedules, is set forth on page 248, and the Accountant General of the province or the Comptroller General will notify from time to time the number of the Schedule to be adopted. These orders will also be advertized in the Gazette, and treasury officers should look for these advertisements in case the special notification of change should have miscarried. Each change of rate will come into operation from the date of the receipt by the treasury officer of the special notification or of the Gazette, whichever is earlier.

The notification referred to in this rule must not be confounded with that made about March of every year, of the rate fixed for the year for the adjustment of transactions between the Imperial and Indian Governments.

5. The rules of the European money order system and the Tariff Schedule should be deposited in some part of the office where they will be accessible to the public, and a notice of the tariff rate for the time being, signed by the treasury officer, should be exhibited, as well as a notice that application for European money orders should be made at least one day before the closing of the Overland Mail by which the remitter desires his order to be transmitted.

6. The amount of local currency payable on the Continent of Europe for a money order drawn by India is similarly liable to variation under the orders of the authorities of the country concerned.

Limit.

7. No money order may contain fractions of a penny or may exceed £10.

Applications.

8. Applications for European money orders must always be made on requisition forms (form 50), which are supplied gratuitously.

Particular attention should be given to the address of the payee. It should be a full and precise address including (unless there be reason to the contrary) one Christian name in full of the payee and the name of the street and the number of the house in which he lives. On the accuracy of the address depends the determination by the European post office of the particular money order office at which the order shall be made payable.

When a Munich money order is drawn on Belgium or Heligoland, the word "Belgium" or "Heligoland" must be written prominently after the address of the payee.

9. Together with the application the tariff value in rupees must be paid, and commission as follows:—

For sums not exceeding	£2	£5	£7	£10
Rupees	½	1	1½	2

Treasury Officer's receipt.

10. A receipt (form 51) will be given by the treasury officer to the remitter, whose particular attention should be drawn to the instructions printed on the back of the receipt.

These instructions are as follows:—

"The remitter will in due course receive from the Accountant General, Bombay, an announcement that the order has been communicated to the London (or other) Post Office, whence there will be transmitted to the person named as payee a Local Order for the amount. The remitter must himself write to the payee informing him of his (the remitter's) name as entered in this receipt. The remitter should retain in his possession both this receipt and the Bombay announcement, in case occasion should arise for making enquiries respecting the order."

The amount of a money order issued must always be stated in the receipt in sterling money as well as in rupees annas and pies.

11. The treasury officer, having retained for record in the treasury one counterfoil of the receipt (form 51) granted to the remitter, should despatch the second counterfoil to the Accountant General, Bombay. He should enclose it, together with any other similar counterfoils of the same day, in an envelope of the kind supplied for the purpose, bearing the printed superscription "Overland Money Order," together with the printed address, "Accountant General, Bombay." These envelopes must be prepaid by service stamps.

Payment on Orders.

12. European money orders for money remitted to India will be issued through the Bombay Money Order Office, and forwarded to the payees free of charge.

13. If the payee's address is at a station where money order transactions are not carried on, the Accountant General, Bombay, before issuing the order

will enquire of him as to the office at which it will be most convenient for him to receive payment.

14. The payment, &c., of these orders will be governed by the rules applicable to Inland money orders, except that the payee will not be required to give information respecting the address of the remitter, but only to mention his surname and Christian name.

15. Particular care must be taken that payment is not made to a payee on his presenting the order or receipt sent him by the remitter. This is simply a receipt given in Europe to the remitter for the money deposited; the payment can be made to the payee *only* on his producing a money order received from the Bombay Money Order Office, similar in form to an Inland money order with "Overland Order" stamped transversely on it, and corresponding in all particulars with its advice received by the treasury officer from Bombay.

Canada Orders.

16. Money orders drawn on, and by, Canada are to be treated in every way as if Canada were part of the United Kingdom, except that on the issue of such orders double commission is to be charged.

Accounts.

17. Separate registers of issues and payments (forms 52 and 53) will be kept, one pair (or separate parts in each) being set apart for each class of orders. To each entry a consecutive number, in annual series, must be given, the number being stated also on the receipt (form 51) and counterfoils.

18. European money orders must be carefully distinguished in the treasury accounts from Inland money orders. The totals of the separate registers showing the issue and payments of the several classes of European money orders should be entered in the list of payments and cash accounts as distinct items, and should not be incorporated with Inland money order transactions.

Weekly Statements.

19. Statements in forms 52 and 53 of each week's transactions in Overland money orders are to be trans-

mitted weekly to the Accountant General, Bombay, paid orders being attached as vouchers to the statement of payments. Like the Inland money order returns, they are to contain transactions from Monday to Saturday inclusive; if the end of a month falls in the middle of a week, a separate sheet should be used for the closing days of that month; the remainder of the week, forming the commencement of a new month, should have a fresh sheet. A statement should therefore be posted every Saturday, and on the last day of every month.

If in any week there are no transactions, one of the 'no transactions' memo. forms (form 54) should be forwarded to Bombay.

20. Of Continental money orders no weekly statements are required; they will be reported to the local Accountant General along with the monthly accounts only, the payments being supported by the paid vouchers.

21. No entries regarding European money orders are to be entered in the weekly accounts of Inland orders sent to the head office, nor are copies of the register of receipts and payments or any returns relating to such orders to be transmitted to that office all transactions on account of European money orders being finally adjusted in Bombay.

Short and Excess Receipts.

22. Whatever be the amount of Indian money received from any intending remitter, the amount entered in sterling in the counterfoil is the amount advised for payment in Europe, and the Treasury Officer is personally responsible for any short receipt. When the Accountant General, Bombay, learns that the proper charge has not been realized on any order, he will by a printed memo. call on the Treasury Officer to further realize (or refund) the difference, and the Treasury Officer will separately advise the Accountant General, Bombay, when these instructions are carried out; in the case of orders on the United Kingdom, the amount further realized (or refunded) will be entered in the weekly statement of receipts (or payments); but in the case of orders on other countries, it will be credited (or debited) separately in the Cash Book and Treasury

accounts. In all cases the original number of the counterfoil receipt, and the number and date of the Bombay letter, should be quoted against the entry.

Alterations or Repayment.

23. A remitter in India desirous of having any alteration made in the name of the payee, or of having the amount of the order repaid to him in India, or having any complaint or enquiry to make respecting his remittance, should address the Accountant General, Bombay, by means of a letter (postage prepaid), enclosing either the original receipt obtained from the treasury officer or the Bombay announcement (para. 10).

24. If the request be for the alteration of the name of the payee, an application will be forwarded to the London (or other) Office for disposal under the regulations of the British (or other) Money Order Department.

25. If the applicant desire the order to be repaid to himself, information will be sought from the London (or other) Office as to whether the order has been paid to the payee or not. If that office states that the order has not been paid, the amount (converted into Indian currency at the rate of the tariff in force at time of issue), less commission at one per cent., will be repaid by the Bombay Office by means of an Inland money order.

26. But, if the application for repayment be received in Bombay before despatch to the London (or other) Office of the advice of the original order, the amount will be refunded, less commission at one per cent., by a "special repayment requisition" forwarded to the money order office which issued the order.

27. European money orders repaid should be entered in the appropriate register (form 53) of European money orders paid.

Lapses.

28. European lapsed orders should be treated in the same manner as Inland lapsed orders, being forwarded to the Bombay Office after one year from the month of issue.

Chapter 18.—District Savings Banks.

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Principles.

1. District Savings Banks are established under the following notification of the Government of India, F. D. No. 167, dated 16th May 1870.

1. The Governor General in Council has determined to establish District Savings Banks in connection with such district civil treasuries as may be selected by the Local Governments and Administrations.

2. All classes may deposit money under these rules in District Savings Banks.

3. On the opening of a District Savings Bank in any district, the district treasury will cease to receive deposits on account of the existing Government Savings Banks established at Calcutta, Madras and Bombay [except from unattached non-commissioned officers and soldiers. These, when received, will be dealt with under paragraphs 86 to 88 and 92 and 93 of the Regulations for Military Savings Banks, reprinted for reference at page 160].

4. The repayment of the exact sum deposited with interest is secured to the depositor under guarantee of the Government of India.

5. No account will be opened on deposit of a less sum than one rupee, and no person will be allowed to deposit more than Rs. 500 in one year.

6. Interest at the rate of 3¾ per cent. will be allowed on deposits until further notice.

7. No reduction in the rate of interest will be made, except after six months' notice in the Government Gazette.

8. Interest will be calculated on money in deposit from the first day of the month succeeding that of deposit, and up to the last day of the month preceding that in which it is withdrawn.

9. In calculating interest, one anna will be taken as the interest for one month on every twenty rupees of the amount entitled to bear interest, and for broken sums below twenty rupees the following table will be used:—

Principal.			Interest.		Principal.			Interest.	
Rs.	As.	P.	As.	P.	Rs.	As.	P.	As.	P.
1	10	8	0	1	11	10	8	0	7
3	5	4	0	2	13	5	4	0	8.
5	0	0	0	3	15	0	0	0	9
6	10	8	0	4	16	10	8	0	10
8	5	4	0	5	18	5	4	0	11
10	0	0	0	6	20	0	0	1	0

Example:—Required interest for one month on Rs. 134-6-10.

	Rs.	As.	P.		Rs.	As.	P.
Interest on ...	120	0	0	... ...	0	6	0
„ ...	14	6	10	... ...	0	0	8
Total ...	134	6	10	Total ...	0	6	8

10. The account of each depositor will be closed on 31st March of each year, and interest due at that date will be carried to account, thenceforward to accumulate at compound yearly interest.

11. When the principal and interest at credit of any depositor shall amount to Rs. 3,000, interest will cease, and no further deposit will be received.

12. Every depositor will be supplied with a pass-book, in which the officer in charge of the treasury will give an acknowledgment for every sum deposited. The pass-book must be produced on every occasion of the deposit and withdrawal of money, and the Government will not recognize responsibility unless the depositor obtain a receipt in the pass-book.

13. The personal attendance of depositors for the transaction of business will be generally insisted on; the rules of District Banks on this head can be learnt on application at the Collectors' treasuries. The Banks will remain open on every Monday for the transaction of business.

Any other day of the week may be fixed, if more convenient.

14. The Collector of the district will be *ex-officio* Secretary of any Government Savings Bank established within his district, and will be empowered, under Act [V of 1873], in the case of a depositor

dying and leaving a sum in the District Savings Bank not exceeding [Rs. 1,000], to pay the same to any person or persons who shall appear to him to be entitled to receive payment, in the manner and subject to the conditions laid down in the said Act.

15. In the case of deposits in excess of [Rs. 1,000], payment will be made to the representatives of deceased depositors under the provisions of the law in force from time to time for the regulation of succession to the estates of deceased persons.

16. All deposits made in District Savings Banks are received subject to any rules for the management of such Banks, which may be issued from time to time with the approval of the Governor General in Council.

Management.

2. The business of the District Savings Bank will be conducted by the officer in charge of the treasury.

3. Where such a course is thought desirable, a committee, to be nominated by the Commissioner of the Division, may be appointed to aid in the management and supervision of the affairs of the Bank.

The Committee should be present at the hour of business on one fixed day in each month.

4. The Collector, or the committee where there is one, may frame general rules relating to the business of the Bank.

Such rules must contain nothing inconsistent with the general directions now given, and a copy of the rules must be sent for approval to the Accountant General of the Presidency or Province; and in the case of Bengal, North-Western Provinces and Oudh, Punjab, Central Provinces, British Burmah, and Berar, a second copy must be sent to the Comptroller General.

Business Arrangements.

5. Every District Savings Bank must be open for business for not less than an hour on a fixed day in every week.

If the fixed day be a holiday, the Bank should be open on the last working day before, or the first after the holiday (the practice in this respect being uniform for each Bank); otherwise the Bank should not be open on any other week day than the fixed day.

6. The place of business need not necessarily be at the Collector's Office; it may sometimes be more con-

venient that the Bank should be opened for an hour after the ordinary business hours at the Government school or other suitable building.

Nature of Accounts.

7. No person should be permitted to resort to the District Savings Bank as a place for the deposit of a floating balance, on which he will operate constantly by depositing and withdrawing money. The Secretary has full discretion to close such accounts.

More than one transaction in the same month under the same account should not, as a rule, be allowed.

8. No non-official accounts may be opened in the name of two or more persons jointly, or in the name of "one person *in trust for* another."

This is a prohibition of accounts of trusts, not of deposits on behalf of minors, &c.

Corporations.

9. There is no objection to an account being opened with a District Savings Bank in the name of a corporation or committee, provided that it be notified at the time what officer of the corporation or committee may draw upon the account, and by whom such officer is appointed, and that the name of the incumbent of the office, and any subsequent change of incumbent be regularly notified to the Bank; provided further, that the restrictions applicable to single depositors are observed, *viz.*, that not more than Rs. 500 are deposited in one year, nor more than Rs. 3,000 in all, and that the Bank is not made a convenience for keeping a current account. If, however, it is desired to have a larger account, the orders of the head office should be applied for, with full particulars as to the character of the account.

10. Special accounts may be allowed to benevolent institutions or to *quasi*-public associations, provided that the funds are of a cumulative character, and that it is not intended to employ the Bank for the custody of mere floating deposits. The proviso in the last rule regarding the officer who may operate on the account applies here also.

No plural accounts.

11. Speaking generally, no person who already has an account in a Savings Bank should be permitted to open another in the same or in another Bank. This rule, however, is not intended to debar persons from opening one or more accounts in their official, as distinct from their private, capacities, provided the accounts opened in the official capacity are entirely for official and not private funds.

An account may be opened in the name of the wife of a man who already has an account, if the money is the earning or property of the wife (see Rule 24, Note).

Security Deposits.

12. Security deposits lodged with Government officers will be received on the following terms. The money will be received directly from the person depositing it, and the account will be opened in his name; he will be required to sign a letter (Form 57) addressed to the Secretary to the District Savings Bank, undertaking not to make any claim on the Bank for the principal of the sum deposited, except with the express written sanction of the Government officer; not to object to the payment by the Bank to the Government officer upon his claiming it, and not to make any claim for the interest after such officer shall have revoked the authority to him to receive it.

Money limit.

13. The limit of Rs. 500 for a single depositor within one year may be exceeded only in the following cases :—

(1.) A security deposit with a Government officer (para. 12).
(2.) A benevolent or *quasi*-public institution (para. 10).
(3.) A transfer from another Bank (para. 49).

In each case the reason for allowing it must be explained on the weekly statement of deposits. Deposit balances exceeding Rs. 3,000 are never allowed, except under special orders.

The limit of Rs. 500 is to be construed strictly; withdrawals must not be deducted in applying it.

Opening an Account.

14. To a depositor opening an account a pass-book (see Rule 21) is given, which bears the number of the depositor's account. The depositor's name, occupation (see Annexure A), and residence must be entered in the pass-book, and on an Index card (Form 58) in a clear hand: when a depositor can write, his signature should also be taken on the Index card. If the account is a security deposit, the fact should be stated on the Index card.

The numbers given to the depositors' accounts should be consecutive, and a depositor's number should never be altered, nor should the numbers of closed accounts be given to new depositors.

On first opening an account the pass-book is given without charge, but a fee of one rupee is charged for a new pass-book in the following cases:—

(1.) When the account is opened by transfer from another Bank.

(2.) When an account having been closed, the depositor opens a second account within the year.

(3.) When the old pass-book has been lost or so soiled or injured in the depositor's possession as to require renewal.

Rules for writing Names.

15. In filling up the Index card, the following rules must be observed:—

(*a.*) In the case of the names of Europeans or East Indians the surname is to be written first in a large hand, and after it the Christian name or names or prænomen in a smaller hand, thus—

Wilkins, James.

(*b.*) In Hindu names the personal name will be written first, and the tribal name or such personal or family addition as Biswas, Sirkar, Haldar, or the like, written last, as in ordinary usage.

(*c.*) In Musulman names the ordinary prefixes Sheikh, Said, Maulavi, should be written small, thus—

Said Abbas Ali.

16. The name of a depositor, when first written in the depositors' book and on the Index card, may be

spelt in any form which is thought best; this spelling must, however, be strictly followed thereafter in all statements of deposits and other returns. It is not essential that the names of different persons bearing the same name should be spelt in the same way.

In the case of native depositors who sign in English, the spelling which they ordinarily use should be followed.

When accounts are opened by persons employed at a distance from their homes, their family as well as their temporary residence should be entered on the Index card.

In the case of native depositors, the name of the father may be added on the Index card and in the ledger heading of the depositor's account; but, if it is, the addition need not be made in the deposit lists.

Disposal of Index Cards.

17. The Index card must be sent to the head office, unfolded, with the statement of deposits for the day when the first deposit is made.

These cards will be sorted and kept in the head office in strict alphabetical order, to serve as an index to the accounts of depositors: a similar arrangement can, if it is thought desirable, be followed in the District Bank; but, if preferred, a ledger index book in the ordinary form can be used.

Minors' Accounts.

18. A person depositing money on behalf of a minor should be warned that such money cannot be withdrawn during the owner's minority except by a legal guardian—a term which the Government of India have decided includes the father, or, if the father be not living, the mother, of the minor. If it is desired that the minor shall be able to withdraw the money, the minor must deposit it himself. See Act V of 1873, section 10.

19. When money is deposited *by another person on behalf of* a minor, the following words should be added to the notice printed at the end of the pass-book:—

"Deposits are repayable only to the properly-constituted guardian of the minor during his minority."

Receipt of Deposits.

20. The amount tendered for deposit, having been received, should be entered in the journal of deposits

received (Form 59) and in the depositor's pass-book. An acknowledgment will be given in the pass-book signed by the Savings Bank clerk, and countersigned by the treasury officer, for every sum deposited; the book being initialled by the treasury officer after comparison with the journal and delivered to the depositor.

Fractions of a rupee should not be received in deposit.

21. The amount should be entered in the depositor's book in words as well as figures, the balance being struck after each deposit or withdrawal as in the specimen below :—

Date.	Deposited or withdrawn.		Amount.			Signature.
1870.		*	Rs.	A.	P.	†
Aug. 1	Depd. Ten	P. C. D.	10	0	0	A. B.
„ 15	Depd. Twenty-five	P. C. D.	25	0	0	A. B.
			35	0	0	
„ 29	Depd. One	P. C. D.	1	0	0	A. B.
			36	0	0	
Sept. 12	Withn. Twenty	P. C. D.	20	0	0	A. B.
			16	0	0	

* Initials of Clerk. † Initials of Treasury Officer.

Repayment of Deposits.

22. When a depositor wishes to withdraw money, he should fill in a slip containing these particulars only—

No. _____

Received_____

Date_____

_____*Signature.*

This slip he will hand in, together with his deposit book; the necessary entries will be made in the journal of deposits repaid (Form 60), and in the corresponding

list of deposits repaid (Form 63), which will be handed to the depositor for signature. A stamp must be affixed to the slip if the amount exceeds Rs. 20.

The signature of the depositor (or of his agent, under Rule 24) in the list of deposits repaid, and the production of the pass-book, may be dispensed with only in the case of payments made under orders of competent Civil Court.

23. Reference will then be made to the depositor's ledger account, and the repayment entered in his book and attested by the treasury officer, who should, when signing the book, tick off the entry in the journal and hand the book with the money to the depositor.

Repayment in absence.

24. When depositors are allowed to withdraw money without being required to attend personally, the pass-book must be sent with a cheque obtained from the bank, and filled up with the name of the person whom the depositor appoints to sign the list of deposits repaid.

The payment must in all cases be made at the bank; treasury officers are forbidden to remit the amounts to depositors.

All cheques must be on the form supplied by the Bank (see Rule 56). Before a form of cheque is delivered to a depositor or to his representative, the depositor's number must be entered on it. A translation of the form in the vernacular of the district can be printed locally on the blank space at foot of the cheque; but, when cheques are drawn in the vernacular, the name of the payee and the amount must be entered on the cheque in English by the Bank clerk.

Native women not accustomed to appear in public may, under this rule, withdraw money from their accounts through their husbands or other agents, provided that the money has been sent for deposit also by the hands of the husband or other agent, and that the wife's signature on the cheque is witnessed by a respectable witness.

Accounts.

25. The accounts to be kept are (besides the pass-book which remains in possession of the depositor)—

(1) The journal of deposits received, containing all receipts in order of their occurrence.

(2) The journal of deposits repaid, containing all payments in order of their occurrence.

(3) The ledger, in which the receipts and payments are entered in a separate account for each depositor.

The ledger is intended to last for three years, the account of each depositor for the three years for which the ledger runs being kept on one page; when this is done, the name and address need not be repeated in the heading of the account for the second and third years.

New accounts, opened in the third year for which the ledger runs, can follow one another continuously, three accounts on each page; if the ledger is full, additional accounts can be opened at foot of those pages which contain accounts commenced in the second year. With this last exception accounts will be arranged in the ledger in the order of the depositors' numbers.

Journal of Deposits received.

26. The receipts must be posted at time of their occurrence in the journal of deposits received (Form 59), in which a total should be regularly carried forward; at the end of the year space should be left, in which the interest, after having been passed by the head office, should be added to the deposits, and the balance struck by subtracting the total of the repayments. This balance should then be carried forward to the next year, as the total balance due to depositors.

Journal of Deposits repaid.

27. The journal of deposits repaid (Form 60) will be posted as the payments are made, and in it also a total should be carried forward to the end of each year.

The column added to this form and to Form 63, headed "Interest paid on closed accounts," requires attention. When an account is closed, interest is to be paid to the depositor to the end of the preceding month, and the whole amount repaid is to be entered in the column "Amount repaid." As, however, the interest so paid, although credited to the individual depositor's account, will not be entered as a receipt in the journal of deposits received till the end of the year, it is necessary to keep a record of interest so paid, in order to ascertain the true balance of deposits, which of course is undiminished by such payments made during the course of the year. For this purpose such interest will be entered separately in the column provided for it, and regularly carried forward to the end of the year.

It must be borne in mind that the interest, at the commencement of the new official year, becomes a part of the principal, and hence no payment should be shown in column "Interest on closed

accounts" unless, besides repaying the original deposits and interest for past years, there is also interest paid for a portion of the current year; in short, the column is intended only for the interest of the current year which has not yet been added to principal.

Ledgers.

28. The ledgers (Form 61, which will be supplied in printed sheets) must be posted from the journals of deposits received and deposits repaid as soon as practicable after each occasion that the bank has been open for business. The bank cannot be open for business more than five times in one month, and the sums deposited or repaid will be entered in one of the inner columns, and carried out into the amount column after the last day of business in the month.

In small banks, where the depositors are not numerous, the entries in the ledger can be made during the hour of business, leaving nothing to be done till the bank opens again in the following week.

It is desirable that the officer attesting depositors' books should take the opportunity of satisfying himself, by reference to the ledger in some cases every day, that it is properly kept, and that the balances in the ledger and in the pass-books agree.

Addition of Interest.

29. At the end of every month, the Savings Bank clerk must go through the ledger, and fill up, according to Rules 30 and 31, the "Principal" and "Interest" columns of every current account.

30. In the column headed "Principal" must be entered against the month of April the amount of the opening balance for the year, minus repayments during the month. Against May the amount will be that for April, plus deposits, if any, made during April, minus repayments during May, and so on for subsequent months.

In the case, which will be of comparatively rare occurrence, of deposits made in one month being repaid in whole or in part in the same month, the entry in column "Principal" will be made as though so much less had been deposited. See specimen entries in Form 61 against January and February; Rs. 10 repaid in January is not deducted in the amount set against that month in column "Principal," and only the net amount deposited is added in February.

If any difficulty is experienced as to the manner of filling up this column, an account should be sent on a spare ledger form (Form 61*a*) to the head office for instructions; care must be taken that the clerk thoroughly understands this point, as the accuracy of the interest calculation is dependent on the correctness of the amount in the "Principal" column.

On these spare ledger forms (printed on common paper) copies of any particular accounts may be sent to the head office for verification, if there be any difficulty in tracing discrepancies.

31. Interest, though added annually to principal, will be calculated monthly and entered in the interest column. The rule for calculation is stated in the notification [Rule 1 (9)], and an extended interest table will be found in Appendix IV, page 251.

The rule may be thus stated:—

For each score 1 anna is to be taken; for each 5 rupees above an even score 1 pice is to be taken, with 1 pie in addition if the remainder amounts to Rs. 1-10-8, and 2 pies if it amounts to Rs. 3-5-4. Thus, if the principal is Rs. 728-12, the interest will be on Rs. 720, or 36 scores, 36 annas, or Rs. 2-4, which can be set down at once; then for the pies, 1 pice or 3 pies should be taken on 5 rupees of the balance, and 2 pies on the remainder, Rs. 3-12, or in all 5 pies.

Annual closing of Ledger.

32. At the end of the year each current account will be closed, by making a total of the deposits without the opening balance, entering thereunder the interest for the year, and then adding together the opening balance, deposits and interest, and on the other side totalling the repayments and balancing the account by the addition of the closing balance.

Very active measures must be taken towards the close of the year to complete the interest calculations. As no interest is allowed on deposits made in March, the principal and interest for March (subject only to correction in respect of repayments in March) can, immediately after the last business day in February, be entered in pencil, and the interest totalled in pencil. In posting repayments in March, any of these calculations would, if necessary, be altered.

If this be done, it is not probable that there will be any difficulty in closing the accounts of all depositors in the interval between the last business day in March and the first in April; if possible, this should always be done, and the interest for the past year written in the depositor's pass-book and added to his balance on the first occasion of his presenting his book after the commencement of the new year.

Intermediate closing of Accounts.

33. When a depositor wishes to close his account in the course of the year, interest to the end of the preceding month is to be credited to the account, and paid to the depositor with the principal; otherwise no payment on account of interest for the *current year* should be made *within* it. (See notes under Rule 27.)

The fact of an account having been closed must be noted on the list of deposits repaid (Form 63), and the pass-book must be surrendered and kept for record in the local bank.

If, after an account is thus closed and pass-book surrendered, a petty error in calculation of interest is discovered, the correction of which leaves a small balance in the account, the treasury officer should, after having, if possible, informed the depositor, and after six months have elapsed, draw the amount on his own receipt, and pay it into the treasury as a "Miscellaneous receipt," making note on the Savings Bank ledger of the transaction. Such an amount may at any time be refunded under sanction of the Accountant General.

Transactions with Treasury.

34. The net amount of the day's receipts must be paid into the treasury the same day, if practicable; otherwise on the following morning.

35. Should it be necessary to draw money from the treasury to meet applications for the repayment of deposits, the amount required should be drawn on an *interim* receipt, and at the close of business the balance should be returned, and a final receipt given for the exact net amount of the day's payments.

Where the hour fixed for Savings Bank business is after the ordinary treasury business has closed, a certain sum must be held available to meet probable repayments. The balance remaining after the close of the Savings Bank business must be placed in security in the treasury, and the net amount received or paid brought to account the next morning.

36. An account of remittances to and from the treasury should be kept in Form 64.

Returns to Head Office.

37. The particulars of all receipts and repayments of deposits are to be entered in the lists (Forms 62 and 63), and must be despatched by the same day's post to the head office.

The cheques of depositors must accompany the lists of repayments sent to the head office.

When no business is transacted, a blank return in Form 65 should be sent.

38. At the end of each month a Statement (Form 64*a*) must be sent to the head office, showing the receipts and payments of each open day, and the payments to, and receipts from, the treasury.

Dead Accounts.

39. The following accounts are to be considered "dead accounts," and are to be transferred to the head office by the procedure described in the next two paragraphs:—

Accounts, of which the balance is—	And in which there have been no deposit, and no repayment for—
Under 10 Rupees.	Three complete years.
„ 100 „	Six „ „
Over 100 „	Twelve „ „

unless, in the last case, the treasury officer has reason to believe that a claim is likely soon to be preferred to the balance.

40. At the end of every year, after the completion of the interest calculations and immediately before writing up the closing balances in the ledger accounts (see end of Rule 32), a list of dead accounts will be drawn up, shewing (1) number of account, (2) name of depositor, (3) amount of balance. The total of the list will be entered as a repayment, under date March 31st, in the journal of repayments, and described as "transferred to head office, as per list of dead accounts;" no entry is required in the list of repayments, nor does the transaction pass through the treasury. Each separate balance will be entered in its ledger account, under the line shewing the repayments of March, as "transferred to head office as a dead account." The closing balances in these accounts will therefore be *nil*, and the account will cease to be carried forward in the new year. The list will be submitted to the head office as an appendix to the annual return prescribed in Rule 44.

The interest must be calculated, under the usual rules, up to the end of March, as the transfer to head office is not a "repayment in March" such as to prevent credit of interest for that month.

41. At the head office these accounts will be brought on to a new ledger, in the following form:—

Serial No.	Original No. of Account.		Name of Depositor.	Date of transfer to dead account.	Amount of dead balance.	Repaid in 1879-80.	Balance on March 31, 1880.	Repaid in 1880-81.	Balance on March 31, 1881.	
	Bank No.	Account No.								
				Mar. 31.						And so on for as many years as convenient.

The interest due on these balances will not be calculated, or added, so long as the account is on the ledger at the head office.

Reopening a Dead Account.

42. If, after an account is thus transferred, the depositor makes another deposit, producing the original pass-book, or his legal representative makes a claim to repayment which, but for the transfer of the account, the treasury officer would admit, the treasury officer will apply to the head office for repayment of the whole balance, with arrear interest, whereupon an order in the following form will issue to the treasury officer:—

COMPTROLLER GENERAL'S OFFICE, CALCUTTA.

(DISTRICT SAVINGS BANK.)

No. *dated* *187* .

TO THE TREASURY OFFICER OF

Referring to your letter No. , dated in which you apply for refund of the following Savings Bank deposit:—

No. of Dead Account.	Original No.		Depositor's name.	Date of transfer to Dead Account.	Amount of balance transferred.
	Bank No.	Account No.			
				March 31, 18 .	

you are authorized to make payment of the following amount :—

Original balance	
Interest brought forward to March 31st, last	
Total due on April 1st, last ...	

charging the amount in your treasury cash book, and sending this letter, as your voucher, with the list of payments.

The amount charged in the cash book must be again credited in your Savings Bank accounts, as a Savings Bank deposit, under Rule 43.

43. The whole amount of the order will be paid into the Savings Bank, and the account be opened anew in the depositor's name, and under the old number. The entry in the journal of deposits received will bear the actual date of the credit, but the account in the ledger will shew the amount in a line below the "balance brought forward" and above the receipts of April as "received from dead account on (*date*)" in order that the interest calculations for the current year may be made in the same way as if the amount had been an opening balance.

After the account is thus opened on the ledger, the whole or any part of the amount may be repaid, or the account closed, under the usual rules.

Annual Return and Adjustment.

44. As soon as practicable after the close of each year, a Statement (Form 66) prepared from the ledger must be sent to the head office, showing the *state* of each depositor's account open at any part of the year, *viz.* :—

Balance at the beginning of the year.
Deposits during the year.
Interest allowed.
Total.
Repayments.
Balance at the close of the year.

The totals of the columns for opening balance, deposits and repayments, should be proved with the journals.

The entries under "Repayments," which are transfers of dead accounts to the head office (Rule 40), and those under "Deposits" which are reopening of such accounts (Rule 43), should be indicated by a D written in red ink. The former will agree with the entries in the list of dead accounts appended to the annual return.

45. This form will, after examination and approval in the head office, be returned to the district with an order allowing the interest claimed, which will thereupon be entered in the journal of deposits received.

The total amount of interest is to be added in a lump sum to the balance of the preceding year in the journal of deposits received, *vide* Rule 26; also, of course, individually in each depositor's account; but it should not be shewn in either the weekly or monthly statements submitted to the head office.

No charge on account of interest is to be made in the Collector's accounts, which will show only the amounts received from, or paid to, the bank. The necessary adjustment will be made on the books of the Accountant General.

Collecting Agents.

46. Collecting agents may be recognized in certain cases where it is thought desirable by the Collector or Committee of Management. Such agents will sometimes represent voluntary associations; as, for example, a mechanics' institute connected with a Railway Company, and having its own machinery for collection of deposits from individual members; another instance may be that of a Missionary collecting for a body of persons.

47. Wherever such agency is recognized, it should be a rule that the amount of the deposits made through the agent, together with the pass-books of the depositors, and a detailed list of the deposits, should be furnished to the bank in sufficient time before the ordinary hour at which the bank is opened for business for the clerk to enter the deposits in the deposit lists; and it should be clearly understood that the bank is in no way responsible for deposits until they have been actually paid into the bank and regularly acknowledged in the depositors' pass-books.

Transfers of Accounts.

48. Transfers of accounts from one District Savings Bank to another, and from the District to the Presidency Savings Bank and *vice versâ*, are permitted under the following conditions:—

(*a.*) The application must, as a rule, be made by the depositor in person.

(*b.*) He will be required to surrender his pass-book, and to sign the list of deposits repaid (or other document in the case of transfer from Presidency to District Savings

Bank) as a receipt for the whole of his balance, including interest to the end of the preceding month, as provided in Rule 33.

(*c.*) A remittance transfer receipt for the amount of deposit, inclusive of interest for the current year, should then be obtained on the treasury to which the transfer is applied for, and forwarded thereto with Form 67, at the foot of which the signature of the depositor should be obtained for identification at the receiving bank.

(*d.*) On receipt of the remittance, and on the depositor appearing personally, the receiving bank should open an account in his name, in the usual manner, on the payment of a fee of one rupee for a new pass-book.

49. All such transfers should be treated exactly like closed accounts, the columns in the list of deposits repaid (Form 63) being filled up in the same way. The interest for the current year should be separately entered in the column "Interest paid on closed accounts" and also included in the column "Amount repaid," the fact of the transfer, with the name of the bank to which the account is transferred, being noted at foot of the statement. At the bank to which the transfer has been made no interest should be allowed for the current month, under the rule applicable to a new account, but the amount of deposits so transferred should be excluded in calculating the limit of Rs. 500 assigned by Government for deposits made in one official year.

Depositors transferred or removing to another district should, as possible, be warned to transfer their accounts before they go.

Decease, Marriage, Minority, and Lunacy of Depositors.

50. The cases of decease, marriage (of females), minority and lunacy of depositors are provided for by Act V of 1873. The rule for minors is also stated under paragraphs 18 and 19.

51. When re-payment is made of a deposit belonging to the estate of a depositor deceased, the list of deposits repaid must be supported by a certificate from the Secretary, setting forth that probate of the deceased's will or letters of administration to his or her estate, or a certificate granted under Act XXVII of 1860 (see Form 68), in favour of the actual payee, has been produced before him.

Form 69 is prescribed for certificates under section 8 of Act V of 1873 (Savings Bank Act) required for proceedings regarding deceased depositors' estates.

52. When a female depositor changes her name on marriage, the name must be altered in the ledger under the initials of the Secretary, and a fresh card, signed with the new name, must be sent to the head office for record, a note being made on the reverse (signed by the Secretary) of the reason for so doing.

Miscellaneous.

53. Every District Savings Bank has a special number assigned by the head office. This Bank number should be entered in the space provided for it, in all the pass-books, cheques, accounts, and returns used in connection with the Bank.

54. In the Savings Bank forms and accounts should be entered only receipts and re-payments on account of deposits; other items, such as sale proceeds of Bank pass-books to depositors who require new books, being noted separately at foot of the list of receipts below the total. Such items should also be separately paid into the treasury for credit to Government (XXI—Miscellaneous), and not be mixed up with the Savings Bank accounts.

55. Recoveries of over-payments must be passed through the journal and ledger and the weekly list of deposits received (Form 62).

56. None but printed forms may be used for the purpose for which printed forms are supplied. Forms 57 to 69, as also pass-books, cheque books, addressed envelopes, and forms of indent, are supplied by the Comptroller General (or the Accountants General in Madras and Bombay), from whom also any further instructions may be sought..

57. All communications with the head office should be addressed as follows:—

Savings Bank. On Her Majesty's Service.

105.

THE

COMPTROLLER GENERAL,

CALCUTTA.

Officer in charge of Treasury.

the words Savings Bank, with the number of the Bank below them, being always placed in the upper left-hand corner of the cover.

ANNEXURE A.

Classification of Depositors.

The classification of depositors for statistical purposes will be made in the head office from the occupation, as stated on the Index cards. The following is a sketch of the arrangement that will be observed.

All persons in the service or pay of Government should be distinguished by the word Government, following that descriptive of their occupation.

CLASS I.—PROFESSIONAL.

(*a*)—*Having fixed incomes.*

Clerks and superior Government servants.
Clerks in private employ.
Ministers of religion.
Persons engaged in education.

(*b*)—*Having variable incomes.*

Legal.
Medical.
Engineering, &c. &c.

CLASS II.—DOMESTIC.

Including persons in unskilled employment on fixed wages.

Household servants.
Policemen.
Railway employés, not falling under Class I or V.
Menial servants, other than household servants.
Soldiers.

CLASS III.—COMMERCIAL.

All persons engaged in commerce or trade not receiving fixed salary or wages.

CLASS IV.—AGRICULTURAL.

Cultivators and others (not having fixed incomes) deriving support directly from agriculture.

CLASS V.—INDUSTRIAL.

Artisans and Handicraftsmen of all classes.
Cartmen.
Boatmen.
Fishermen.
Washermen.
Barbers.
Nurses.
Laborers, &c.

CLASS VI.—INDEFINITE OR NON-PRODUCTIVE.

Persons living on rent of land, houses, shops..
Other persons of independent means.
Pensioners.
Minors.
Married women.
Unmarried women..
Widows.

ANNEXURE B.

Extract paras. 86, 87, 88, 92, and 93 of the Regulations for Military Savings Banks.

Deposits of men on detached employ.

86. Warrant officers and non-commissioned officers and soldiers on detached employ are allowed to deposit their savings in the Government Savings Bank as civil depositors, and such savings can be paid for deposit either direct into the nearest civil treasury or by deduction from a pay abstract through a military paymaster, who will remit the amount to the civil treasury accompanied by a statement showing the name of the depositor. The treasury officer will then remit each sum he receives either direct from a depositor or through a military paymaster by a remittance transfer receipt to the Secretary to the Government Savings Bank, Bank of Bengal, who will return an acknowledgment for the satisfaction of the depositor.

Deposits how to be made.

87. Each depositor will be furnished with a Savings Bank pass-book, which he must send to the civil treasury officer or to the military pay master on each occasion he pays any sum for deposit, in order that such payment may be entered by the receiving officer.

Minimum limit.

88. Any sum not less than one rupee will be received in deposit.

Deposits how to be drawn.

92. A depositor wishing to withdraw either the whole or any portion of his deposits must draw a cheque or order for the amount on the Secretary to the Government Savings Bank, Bank of Bengal, and deliver it to the treasury officer if he has paid his deposit direct in the civil treasury. When the deposit has been made through a

military paymaster, the cheque or order must be given to such paymaster (in the case of men of the local infantry, company, or invalid battalion, through their commanding officers) who, after countersigning it, will send it to the civil treasury officer. The depositor's cheque or receipt in the civil treasury will be sent to the Secretary to the Government Savings Bank, who will return a remittance transfer receipt for the sum withdrawn in favor of the depositor, the amount of which will be paid either direct to the depositor, or through the military paymaster, as the case may require.

93. Every payment is to be entered by the paying officer in the depositor's bank book.

ANNEXURE C.

Memorandum of Instructions for Treasury Officer.

What a Treasury Officer should do.

1. Keep a careful watch over the ledger, and see that it agrees with the pass-books.

2. Pay net receipts into treasury same day, if possible.

3. See that all blanks in Savings Bank forms are filled up.

What a Treasury Officer should not do.

4. Allow a single day's delay in the despatch of the weekly accounts.

5. Despatch an account with unattested corrections, or paper pasted on to lengthen the form.

6. Receive fractions of a rupee in deposit.

7. Pay interest of current year, except on closed accounts.

8. Allow sale proceeds of pass-books to enter the Savings Bank account; or the annual credit of interest to enter the treasury accounts.

Points to be impressed on the Treasury Clerk in charge of Savings Bank work.

9. He must fully understand the rules for calculating and adding interest.

10. Never make erasures; alterations may be made in red ink and attested.

11. Write the Index cards himself (except the depositor's signature), and enter the occupation clearly with reference to the list given in Annexure A.

Chapter 19.—Local and Municipal Funds.

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Explanation.

1. A local fund is thus defined in the Civil Pension Code: "When revenue derived from special sources is devoted to specified objects and not to the general purposes of the administration, whether imperial or provincial, the revenue so devoted forms a local fund."

The Government of India have directed that the transactions of all local funds except the following:—

Cantonment, Municipal, Port, Station, and Town Funds;

Educational, Dispensary, Hospital, and all other Trust or Endowment Funds;

Police Remount Funds; Persian Famine Relief Fund; Pooree Pilgrim Fund; Barca Tribute, Cotton Improvement, Indus Conservancy and Registration Funds;

be incorporated with the public accounts; and have further ordered that "care must be taken not to employ the device of personal ledger accounts, so as to defeat the general policy now adopted, which is, that nothing shall be left outside the general accounts, which can with propriety be brought within them."

No new fund is to be created without the approval of the Government of India in the Financial Department.

2. As, however, this incorporation is declared not to affect the appropriation of the funds, it is necessary that the accounts of receipts and disbursements of such funds as have district balances (*e.g.*, District Public Works Funds) be kept in separate registers in the treasury, so that the balance may be worked out.

Incorporated Local Funds.

3. The transactions of all incorporated local funds, of which the Local Government desires that there shall

be separate accounts or separate balances, will therefore continue to be entered first of all in registers, which allow one column for every such fund in the district. In some places it is arranged that only the totals of the transactions of the month shall be carried to the cash account and list of payments, a separate classified account, working up to these figures, being sent to the Accountant General; in some places the Public Works expenditure is managed in connection with, and accounted for through, the Public Works Department. But either in one of these ways, or along with the treasury accounts themselves, full details of all receipts and expenditure of each incorporated fund must be submitted to the Accountant General.

Vouchers.

4. The forms of the vouchers, on which money is drawn, will naturally follow the form of the account. If the account at the treasury is a pure banking account, money being paid in and drawn out without specification of the nature of receipt or expenditure, the treasury officer has only to see that the voucher for payment is in proper form and signed by the proper officer, and that the amount does not exceed the amount at credit of the banking account. If the treasury account is the only detailed account, the same forms will have to be observed as in paying in and drawing money on Government account, and the treasury officer will have to scrutinize and pass the vouchers in the same way as he does in respect of claims on Government, besides seeing that the amount demanded is at credit of the fund.

Unincorporated Funds.

5. The transactions of the unincorporated funds, so far as they pass through the treasury, will be accounted for under exactly the same forms as those of the incorporated funds; but the registers should be separate, and the totals should pass separately into the cash account and lists of payments. Unless the funds are very few in number, it is most convenient to have registers and totals for Municipal and Cantonment Funds separate from those of other funds.

Municipalities are not ordinarily obliged to place their funds in a Government treasury, and many of them bank with private bankers.

Plus and Minus Memorandum.

6. A *plus* and *minus* memorandum should be appended to the monthly accounts, showing for each local and municipal fund the balance at the beginning of the month, the amounts received and credited during the month, and those paid out during the month, and deducing the balance at the end of the month. In the case of local funds, which have a provincial balance only (*e.g.*, Remount Fund,) the balance column should not be filled up.

Verification of Balances.

7. At the end of the year, the treasury officer should verify the balances at credit of each fund, in communication with the Accountant General on the one side, and the officer or committee administering the fund on the other.

Chapter 20.—Survey Officers.

Fixed charges . . .	1-1	Travelling allowances .	1-12
Contingent charges . .	1-6	Repairs of Stations . .	2

1. The following extracts from the rules regulating the payment of charges on account of the trigonometrical and topographical surveys are reprinted for facility of reference. The same rules apply to the revenue surveys, except those of Madras and Bombay.

Fixed Charges.

1. (Communication by Survey Superintendents to Comptroller General of the estimate of fixed charges payable from month to month.)

2. The Comptroller General will communicate the above (*i. e.*, the estimate of fixed charges) to the Accountants General concerned, who will inform the treasury officers under them of the amounts payable on account of salaries, instructing them to pay all salary bills on presentation with reference to the Superintendents' estimates, and to forward them as vouchers with their treasury accounts. Any alterations subsequently made will also be notified by the Superintendents to the Comptroller General, and through the proper channel to treasury officers.

Net amounts only will be charged in the treasury accounts even when payments are made at a treasury in Madras or Bombay; adjustments to credit of service funds will be made by the Comptroller General.

3. In cases when a survey party or a surveyor is transferred from one district to another, and no notice of such transfer has been given by the Accountant General to the treasury officer of the latter, the pay bill of the party or officer may be cashed at the treasury of the district to which they or he is transferred, on presentation of the bill accompanied by a last-pay certificate. The vouchers will accompany the bi-monthly list of payments to be forwarded by the treasury officers to the Accountants General.

Contingent Charges.

6. Letters of credit will be issued from the treasury branch (of the Comptroller General's office) on the application of the Superintendents in favor of survey officers on any treasury in India.

7. Treasury officers will cash cheques drawn against the letters of credit and charge their amounts in the lists of payments rendered to their respective Accountants General.

Travelling Allowances.

12. Officers of these departments may draw their mileage and miscellaneous travelling allowances from civil treasuries on presentation of bills in the same way as their salaries and establishment charges.

Repair of Survey Stations.

2. The Superintendent of the Great Trigonometrical Survey has furnished to all district officers and political agents lists of the survey stations under their charge, and they are authorized to expend for the protection of each station a sum not exceeding on an average Rs. 4 a year; outlay in excess of this amount should not be incurred without special authority of the Superintendent of the Survey. Payment should be made on a receipted bill, accompanied by a separate receipt; the bill should be sent by the treasury officer to the Superintendent of the Survey (who will countersign and transmit it to the Comptroller General); the separate receipt will support the charge in the district accounts.

Chapter 21.—Public Works Department.

Credit Orders	1	Sub-treasuries	6
Drawing Account	3	Pass Book	9
Subordinates	4	P. W. Receipts	11

Credit Orders.

1. Funds are supplied to the Public Works Department by means of credit orders issued by the Accountant General in the following form:—

CREDIT ORDER No.

To *The* · *187*

THE COLLECTOR / DEPUTY COMMISSIONER OF

On the 1st day of , or on such subsequent date as this letter may reach you, place to credit of the sum of Rs.

Rs. *Accountant General.*

The amount of the order will at once be charged off as a final payment to the Public Works Department, but credited to the drawing account of the Executive Engineer in his separate pass-book; the credit order will accompany the treasury account as a voucher.

2. If a credit order miscarry, and the Executive Engineer thereby run short of funds, the amount of the expected order shall be charged off and placed to his credit on his producing a notice from the Examiner of Public Works Accounts that a credit order for the required amount has been issued; but the treasury officer should at once report the circumstance by telegraph to the provincial Accountant General. An Executive Engineer can be furnished with funds only by credit order, and only under these circumstances in anticipation of its arrival.

It has been settled with the Presidency Banks that their agents shall be guided by this rule when Government treasuries bank with their branches.

Executive Engineer's Drawing Account.

3. The Executive Engineer will obtain money solely by cheques against his drawing account. He is supplied with numbered cheque books, and before bringing one into use will advise the treasury officer of its number for record in the pass book. No advice of the issue of a cheque need be sent to the treasury; none will be issued for a sum less than Rs. 10, and none will hold good for more than three months from the date of issue; any presented at a later date, or not bearing the distinguishing number of the book advised as in use, should be refused payment. Before order for payment is passed, the cheque should be compared with the pass book, to ascertain that the account is not overdrawn and that the cheque really came from the book notified as in use by the drawer; and after payment the amount should be charged off in the pass-book.

The payment of a credit order does not pass into the treasurer's cash book, but the payments on cheques do.

Public Works Subordinates.

4. An Executive Engineer may empower any of his sub-divisional officers to draw cheques against his own drawing account to any extent that he may specify, supplying him with a cheque book bearing a different number from his own, and of course advising the treasury officer thereof.

Separate drawing accounts for such sub-divisional officers should not be opened either at the head or at a subordinate treasury; the Executive Engineer gives a letter of credit only, and the cheques drawn and paid under his authority will be charged off in his pass book. His letter of authority should be dealt with on the plan described in paragraph 10 of Chapter 11.

5. When funds are required for a subordinate at a different treasury from that with which the Executive Engineer himself banks, the latter should obtain a credit order on that treasury, and then empower his subordinate to draw against it. Funds should not be made available for such a purpose by means of remittance transfer receipts.

Payments at Sub-Treasuries.

6. Funds may be obtained by an Executive Engineer, or his sub-divisional officers, from tahsils or sub-treasuries, by means of cheques, which must be distinguished from those drawn on the head treasury by the use of different numbers and letters. Advice of the number of the cheque book to be used will be communicated to the sub-treasury officer through the treasury officer. To avoid inconvenience, it has been arranged that the Executive Engineer shall send the necessary notice of the number of a new cheque book before the old one is exhausted, but in case of necessity he may notify the number of the new book to the treasury officer, and directly to the officer in charge of the sub-treasury, simultaneously.

It has been ordered that the Public Works Department shall use bi-lingual cheques in drawing upon all sub-treasuries or tahsils which supply funds to that Department, and in which the officer in charge is ignorant of the English language.—(*Financial Department, No. 2734, dated 30th August 1877.*)

No separate drawing account should be opened at a sub-treasury; each Executive Engineer can have but one drawing account in one district.

7. The Executive Engineer should warn the treasury officer from time to time of the extent to which he will desire to draw on any tahsil or sub-treasury, in order that funds may, as far as is convenient, be provided. But the district officer must judge how far this system can in any particular case be extended, and the Accountant General must not permit any extension of it which will cause extra expense, direct or indirect, by the locking up of funds in sub-treasuries, or any radical change in the character of these offices, which are collecting depôts and not disbursing treasuries.

8. The cheques drawn against sub-treasuries will be entered by the treasury officer in the pass-book against the drawing account of the Executive Engineer, just as if they had been drawn directly against the treasury. When the district treasury and the Executive Engineer bank with a Branch Bank, the Executive Engineer should be required to write a formal letter to the Bank Agent, directing him to credit to the Government account,

and debit to his own drawing account, the amount of any cheques drawn by him, or by his subordinates, on, and paid at, a sub-treasury.

Pass-Book and verification.

9. A pass-book (Form 70) will be kept in duplicate; the original will remain with the Executive Engineer, by whom it will be sent periodically to be written up by the treasury officer from the duplicate; the duplicate must never be sent out of the treasury, and every entry therein should be attested by the treasury officer. It must be clearly understood that nothing can be credited in the pass-book except the amount of a credit order, unless, indeed, the cheque of one Executive Engineer have wrongly been charged in the pass-book of another; such a mistake would evidence neglect of several precautions.

This pass-book should be balanced only monthly; after every new entry a pencil total may be made in order to facilitate check on operations, and for comparison with the daily cash balance sheet (Chapter 11, Rule 17).

An Executive Engineer at the head-quarters station should send his pass-book to be written up every week; that of an Executive Engineer at a distance may be forwarded at longer intervals, but the dates should be fixed. An Executive Engineer, having banking accounts with two treasuries, will of course have two pass-books.

10. At the end of every month the treasury officer will furnish the Executive Engineer with a certificate of balance as follows:—

"I hereby certify that the balance shewn in the pass-book at credit of A. B., Executive Engineer, is Rs. ."

Receipts from Public Works Department.

11. No deposit account can be opened in a civil treasury by officers of the Public Works Department; whatever sums are paid into a treasury by a Public Works officer or on his account must be carried to the credit of that department in the civil accounts.

When any work is to be carried out by the Public Works Department for any municipality, the municipality will pay in advance the gross estimated expenditure to the Executive Engineer, who in his accounts will treat the amount as a deposit and proceed under departmental rules; no record of the deposit will be found in the civil accounts. In the case of incorporated local Funds, such a procedure would be inadmissible, as the transactions of these must

be brought directly on the accounts; the expenditure incurred in the Public Works Department would be charged, by the Accountant General, against the local Fund concerned.

12. The Executive Engineer will keep a book separate from his pass-book, in which he will enter all his remittances to the treasury; this book should accompany the cash and be receipted by the accountant and treasurer when the remittance is under Rs. 500, by the treasury officer when it exceeds that amount. At the end of the month a consolidated receipt for the whole of the remittances made during that period should be prepared by the Executive Engineer, and sent with the remittance book to the treasury officer, who, after verifying the entries, will sign the book and the receipt, and return them to that officer. The Executive Engineer will retain the book while he will attach the consolidated receipt to his accounts as a voucher.

The consolidated receipt will be signed by the treasury officer, however small may be its amount.

A separate chalan is also required for record in the treasury, and will be drawn up in the Executive Engineer's Office and presented with the remittance-book and the cash.

Surplus cash refunded by civil officers from advances for works made to them by an Executive Engineer will be separately credited in the cash account.

Chapter 22.—Forest Department.

Receipts	1	Cheques	3
Payments	2		

Receipts.

1. The following extracts from the Forest Code contain instructions to be observed by all treasury officers, except those in Madras, Bombay, Mysore, and Berar.

121. All revenue received shall be deposited in the treasury with as little delay as possible. Each deposit will be accompanied by the usual *chalan* form in use with, and supplied by, treasury officers, in duplicate, and one copy will form the voucher to the entry in the (forest officer's) cash book.

122. If, however, funds be wanted for immediate expenditure locally, sums locally received may be so expended; but in all cases the gross amount of revenue received must be remitted to the treasury, which may be done in cash, or, when funds are required for expenditure, either partly in cash and partly by cheque, or wholly by a cheque drawn against the letter of credit; the amount paid in cash and the amount remitted by cheque being shewn separately in the *chalan* or remittance note.

Payments.

2. Payments will be made by treasury officers on the authority of letters of credit issued to them for each quarter by the Comptroller General.

132. * * * Advice of letters of credit should reach the officers for whose use they are intended before the commencement of the new quarter.

All letters of credit lapse at the close of the financial year.

133. No money other than that drawn against letters of credit shall be expended. Whenever money locally received on account of revenue is expended, a cheque must be drawn for the amount as explained in paragraph 122.

134. Officers who are furnished with letters of credit may make payments either in cash or by cheque. Cheques should be used as much as possible for large payments. Those officers who have transactions with more than one district treasury will keep a separate cheque book for each. All cheques must be in the handwriting of the officers drawing them; cheques will bear printed

serial numbers in each book, and the Conservator will supply cheque books in such forms and under such rules as the Comptroller General may from time to time direct. All cheque books must be kept under lock and key.

Funds may, if available, be obtained by forest officers from the sub-treasuries or tahsils subordinate to the district treasuries on which they hold letters of credit by means of cheques, which should be distinguished by different numbers and letters from those drawn against the district treasury. The forest officer will, in such cases, advise the district treasury officer from time to time of the probable amount of his drawings, in order that funds may be duly provided. (See, however, Rule 7 of Chapter 21.)

Cheques drawn on sub-treasuries or tahsils will be written both in English and in the vernacular used in the courts of the province in which they are situated.

Cheques.

3. An officer who is allowed credit on a civil treasury is also supplied with numbered cheque books, and before bringing one into use will advise the treasury officer of its number and of the serial numbers of the cheques it contains. No advice of the issue of any cheque need be sent to the treasury; no cheque will be issued for a sum less than Rs. 10, and none will hold good for more than three months from the date of issue: cheques presented at a later date, or not bearing the distinguishing numbers advised as in use, should be refused payment.

Chapter 23.—Military Department.

Receipts	1	Miscellaneous Payments	18
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Military Receipts.

1. For money paid into the civil treasury on any military account, the treasury officer (or, if the amount is less than 500 rupees, the accountant and the treasurer) will give an acknowledgment, in duplicate, in the following form:—

Cash Receipt—Military Department.

RECEIVED from_____the sum of Rs. ____ which will be credited in my schedule of military receipts as a (*departmental receipt* or *deposit.*)

Rs._____

Treasury Officer.

Duplicate receipt forwarded to the (*military disbursing Officer*) at_____with reference to his receipt order No._____, dated _____

Treasury Officer.

The docket form is added only to meet the case of the remittances named in paragraph 2.

The original receipt will be the voucher in support of the debit (in the Military Department's account current) to the Civil Department of the Government concerned, and the duplicate will be recorded in the office of the military disbursing officer.

2. Except in the case of deposits (see para. 3), cash tendered at a civil treasury on account of the Military Department must be accompanied by an order from the military disbursing officer concerned in the following form; on this authority the treasury officer will accept the money, credit it as a military receipt, give the

original receipt to the person who pays the money, and forward the duplicate to the officer authorizing the receipt.

Please receive from A. B. the sum of Rs. _____ on account of _____ due to this office, and enter as a military departmental receipt.

No _____

Dated _____

C. D.,
Military Disbursing Officer.

Deposits.

3. Deposits of cash made in favor of departmental executive officers will, whenever practicable, be paid by the depositor to the officer in charge of the nearest civil treasury, who will give a receipt for the sum.

Deposits of any Military Department are credited in the schedule of receipts of the Military Department; those of the Commissariat Department being shewn in a separate column only because they are numerous, and detailed record of them in the civil account office would therefore be troublesome. Those of the Commissariat Department will be refunded by cheques against the assignment, which will be dealt with like any other cheques; but those of the Ordnance Department will be refunded under the authority of an order of the executive officer endorsed on the original receipt.

Deceased Estates.

4. The following form of receipt must be used when cash is tendered by presidents of committees of adjustment of estates of deceased officers and men :—

Estates of Deceased Officers and Soldiers.

Civil Treasury (or Bank of Bengal at) _____

Dated the ____ of _____ 18 _____

RECEIVED from _____ President, Committee of Adjustment, the sum of Rs. _____, to be placed to credit of Military Department on account of estate of _____ of the _____ regiment _____ in the books of the Presidency Paymaster.

_____

In charge of Treasury.

The surplus of the estates of deceased persons subject to the Indian Articles of War (Act V of 1869), and of the property of deserters, is however remitted by the Military Department to the Comptroller General, or the Accountant General of Bombay or Madras.

Family Remittances.

5. A military officer in civil employ is each year allowed to make family remittances at the rate of exchange fixed for the year, to the extent noted in the margin, to certain near relations only; he will present the money at the treasury along with an authority from the circle paymaster (Chapter 15, Rule 25) for the reception of a named amount; the money will be credited as a miscellaneous military receipt, and a formal acknowledgment given, which will be forwarded by the remitter to the Military Pay Department with the necessary particulars, in order that arrangements may be made for remittance. Whether the officer belongs to the Bengal, Madras, or Bombay Army, his family remittances will be made through the paymaster of the circle in which he is residing.

	Rs.
Colonel ...	3,000
Lieutenant-Colonel ...	2,000
Major ...	1,500
Captain ...	1,000
Lieutenant ...	700
Ensign ...	500

Chaplains and surgeons are allowed to remit according to their relative rank.

Commission Duty.

6. When a military officer in civil employ receives a permanent commission on which a stamp duty of Rs. 15 is payable, the Military Department will notify the fact to the Civil Accountant General, in order that the treasury officer may be instructed to recover the duty, and to credit it to the Military Department of the Presidency to which the officer belongs.

The action of the Civil Department in making this recovery is purely ministerial; the amount has actually been paid in England and must be recovered.

Assignments for Payments.

7. Funds will be placed at the disposal of military disbursing officers by annual assignment estimates in their favor, to be issued to treasury officers by the local Accountant General on the application of the Controller of Military Accounts. The probable cash requirements of each office for each month will be specified in these assignments.

8. Payments will be made by treasury officers against these assignments, provided that the disbursements made in any month, added to the payments already made in the previous months of the year, do not exceed the amount for which provision has been made up to that period in the annual estimate.

For example, if the total provision of funds from April to November inclusive, be at the rate of one lakh of rupees per month, or eight lakhs in the aggregate, and the amount drawn up to October be only six lakhs, the difference (or two lakhs) may be drawn in November.

The amount of remittance transfer receipts drawn by circle paymasters (Chapter 15, Rule 25) will not be taken against the amount of their annual assignments.

9. The balance of the assignment unpaid on the last day of the year will lapse, and the outstanding cheques drawn against it will be met from the assignment for the following official year.

Cheques.

10. Disbursing officers of the Military Department, who are allowed an annual assignment on civil treasuries, will draw against them exclusively by cheques in the prescribed form, which will be payable at any time within three months after the month of issue, and will be forwarded as vouchers in support of the charges in the treasury account. No cheque is to be drawn for a less sum than 10 rupees.

Thus, a cheque bearing date any time in January is payable at any time up to 30th April.

11. The issues of cash from the civil treasuries to regimental paymasters will be made periodically, on the 1st, 10th, and 25th of each month, on cheques signed by the paymasters and countersigned by the officer commanding, who will be responsible that the cheques are only for such sums as are absolutely and immediately necessary for the requirements of the regiment.

12. Petty payments, within a limit which is fixed from time to time, are made by military disbursing officers in cash, and, to meet these payments, they may obtain cash from the civil treasury by cheques drawn in their own favor. They will be careful to draw no more cash than is absolutely required to meet the probable cash

payments within the limits assigned to them. The unexpended cash balances, save when exceptionally otherwise directed, will be repaid at the end of the month into the civil treasury.

This does not apply to balances of regimental paymasters.

13. If a disbursing officer be informed that a cheque drawn by him has been lost, he may address the treasury officer drawn on, forwarding for signature a certificate in the accompanying form. If after search through the lists of cheques paid the treasury officer finds that the cheque has not been cashed, he will sign and return the certificate, taking care to note the stoppage of the cheque; and, if the original cheque be presented afterwards, he will refuse payment and return the cheque to the person presenting it after writing across it "Payment stopped." The military disbursing officer will enter in his account the original cheque as cancelled (in order that the Military Account Department may write back the credit it has already given to the Civil Department), and may issue another.

CERTIFIED that the cheque No. , dated , for Rs. , reported by the *military disbursing officer* to have been drawn by him on this treasury in favor of , has not been paid, and will not be paid if presented hereafter.

TREASURY,

The *187* .

Treasury Officer.

Advances.

14. In cases of emergency, when delay in applying for a supplementary assignment would be productive of inconvenience to the public service, military disbursing officers, in need of funds over and above the amount which they may draw under rule 8, may obtain an additional credit on a civil treasury on the authority of a station or division order. Such credits must not be applied for except in cases of actual necessity, and the circumstances must, in every case, be reported to the Controller of Military Accounts. Payments from advances so obtained will be made on cheques in the ordinary form, and will be charged in the treasury accounts in the same way.

15. Emergent advances to military officers (exclusive of those attached to regiments), on account of pay and allowances, will be made only on the authority of station orders, or under special instructions of Government.

Receipts for such advances will be taken in duplicate, and will be marked "Emergent," and the station order, or a reference to the letter directing the advance, must be furnished in each case to support the charge. One receipt, with one copy of the station orders, should be transmitted to the Military Controller concerned, *on the very day* on which the advance is made, the other copy of the receipt, with another copy of the orders, being the voucher with the account. The officer receiving the advance will present his last-pay certificate, which the treasury officer will return after endorsing on it the subjoined form:—

TREASURY; *dated*——*of*——*187* .

PAID to—— ———— ——— on the authority of——. . . . . station order, dated—— of———— 187——, the sum of Rs.————on account of pay stated to be for the month of————187——.

————————

In charge *Treasury.*

16. Advances of pay cannot be made by treasury officers or circle paymasters to regimental officers on leave, even on the authority of a district or station order; such officers must make arrangements with their commandants for the remittance of their pay during their absence on leave.

17. Treasury officers will on no account receive cash from military officers in reimbursement of advances made from their treasuries, as such advances should be adjusted by the officers receiving them through the general states and pay abstracts of their regiments, or in communication with circle paymasters.

Miscellaneous Payments.

18. The disbursements for the purchase of, and compensation for, lands taken for military purposes, and for compensation for loss of crops and damage to lands,

require to be vouched by the bills and receipts of the payees and the original authorities (or certified extracts thereof) under which the expenditure is incurred.

19. The vouchers in support of payments of rents of military cantonments and other recurring charges of a similar nature should be forwarded in original, and the vouchers should further contain a reference to the authority under which each payment is made.

The Military Department will not pay to the Civil Department rent for resumed rent-free land included in a cantonment.

20. Civil officers in the Presidency of Bengal supplying carriage to troops on the march will require immediate payment from the commanding officer, leaving him to adjust with his own (the Military) Department the portion of cost of the supplies chargeable to Government while he recovers the remainder from his men. If the commanding officer is unable to make cash payments, the civil officer will debit the cost of the supplies to the Military Department in his accounts, but will attach to each bill the original requisition of the commanding officer of the regiment or detachment, and, in the case of supplies, the acknowledgment of the party or parties authorized to receive the stores; no vernacular vouchers in support of the above payments can be accepted.

In this and the next rule, "Bengal" is used in its military meaning, and is not restricted to the territories under the Government of Bengal.

Payments to men on leave.

21. No payments are now made to men of the Bombay Army on leave in Bengal; but payments to men of the Madras Army on leave in Bengal will be made under the following rules:—

(*a.*) Payments are to be made only on presentation of passports in the prescribed form, and provided that the advice and copy of the passport have been duly received, and that the identity of the applicant has been satisfactorily established.

(*b.*) Receipts for all such payments are to be taken in duplicate, and a note of every payment, of the date on which it is made, and of the period to which it refers, is to be carefully entered on the back of the passport.

(*c.*) Payments are to be made only at the treasuries indicated in the passport, which is to exhibit also the probable dates of arrival

of the holder at each of the stations specified. In the event of the holder arriving much earlier or later than the appointed time at any station, the treasury officer should notify the circumstance to the officers at the remaining stations entered in the passport.

(*d.*) The payments are to be charged in the accounts for the month in which they are made, the debits being supported by the duplicate receipts.

Payments to Pensioners.

22. Payments to native military pensioners of the Bengal Army who receive their stipends at civil treasuries will be made half-yearly under the following rules; they are observed also in the case of the Bombay Army:—

(*a.*) On the 1st of the month, the pension paymaster will forward to each treasury officer who may have to disburse such pensions a list showing the amount to which each pensioner is entitled, together with a cheque for the total amount of pensions to be paid.

(*b.*) The treasury officer will, on receipt of the list and cheque, disburse the amount, paying to each pensioner in attendance the sum to which he is entitled, and requiring him to sign or, in the presence of a competent witness, place his mark; the unpaid balance of the cheque should be credited as a revenue deposit in the treasury accounts.

(*c.*) The treasury officer will continue to make payments to pensioners out of the deposit up to the 25th of the month in which the cheque is forwarded to him, and on that day will forward to the pension paymaster the acquittance roll showing the payments which have been made.

(*d.*) Payments will also continue to be made to the 25th of the following month, on which date a second acquittance roll will be forwarded to the pension paymaster with a transfer receipt for the amount remaining under deposit and unpaid in consequence of pensioners having failed to present themselves; each deposit will thus be wholly repaid by the end of the second month.

(*e.*) Payments to pensioners, who fail to attend on or before the 25th of the second month, will be deferred to the next half-year. But, if they appear before that time, the treasury officer may send to the pension paymaster duly attested and receipted bills for the unpaid amounts of their pensions; the pensioners will then be required to wait till a cheque for the amount thus claimed is sent to the treasury officer by the pension paymaster.

Petty Charges.

23. Charges incurred in the Civil Department on account of the Military Department, and *vice versâ*, when

not exceeding Rs. 50 in each case, should be adjusted as charges of the department incurring the same; but pensions, sepoys' furlough pay, and other recurring charges, should be debited to the department served, even though they be below Rs. 50.

Cost of labour and materials expended in workshops, magazines, &c., in the manufacture of stores, or in repairs, the wear and tear of tents, the loan of Commissariat cattle, and the like, will follow the above rule.

The full value, at Indian rates, of arms, accoutrements, clothing, necessaries, and other stores supplied to native states, will be similarly adjusted or recovered.

Requisitions for supplies will be made by indents in duplicate, and their receipt acknowledged in duplicate; the receipt will support the debit and be accepted without further audit. The procedure in case of services rendered is described in Chapter 5, 21.

The following is an exception to the general rule: When elephants are returned to the Commissariat Department injured or out of condition, due to over-work or neglect on the part of the officer using them, the cost of their keep, until they become fit for duty, shall be borne by the Civil Department to which the officer using them belongs.

Treasury Accounts.

24. The receipts and payments on account of the Military Department will be entered in the treasury in schedules (Form 71), the monthly totals of which pass into the cash account and lists of payments. A copy of the schedules, with the vouchers for the payments, goes with the treasury accounts to the Accountant General.

Transfer of Assignments.

25. When, during the currency of the annual assignment, a regiment is moved from its station to another station within the limits of the same local Government, the officer commanding and the paymaster may draw, on any day, the sum required to complete the regimental payments of the month, and to meet any necessary payments on the public service *en route*. The treasury officer, on receipt of the cheque, will issue the cash applied for, and grant one or more public service transfer receipts, in favor of the drawing officers, for such sum or sums as may be required at any station *en route* or at the destination of the regiment.

When a regiment is likely to continue *en route* on the 1st of any subsequent month, the officer commanding must also apply to the local Accountant General for a credit on the civil treasury nearest to which the regiment is likely to be on the 1st of each month; and this credit will be granted subject to the provisions of Rule 8. The cash and service transfer receipts will be issued by the treasury officer for the full monthly requirements of the regiment.

26. In the case of a regiment proceeding either to another presidency, or to another province within the same presidency, but beyond the jurisdiction of the local Government on which the annual assignment was granted, the Paymaster will apply to the treasury officer for a certificate, specifying the full amount paid from the treasury within the official year for the service of the regiment.

This certificate the officer commanding will at once forward to the local Accountant General in a letter, showing the stations at which the regiment is likely to be, while *en route*, on the 1st of each month following, and the sums required to be issued on those dates for the service of the regiment.

The Accountant General of the province from which the regiment is departing, after stating on the certificate the balance of the assignment then available for the regiment, will communicate the particulars in the same form to the Accountant General of the Government to which the regiment is proceeding, and inform the Controller of Military Accounts.

Deposit of Promissory Notes.

27. Government promissory notes, deposited with a military disbursing officer for a period not exceeding six months, will be lodged in the nearest civil treasury for safe custody, and be returned by the civil treasury officer on the application of the executive officer to whom the promissory notes have been endorsed. The officer in charge of the civil treasury will give a receipt for the promissory notes deposited, which receipt must be returned by the executive officer with his application for the return of the notes.

28. Promissory notes deposited for more than six months will be forwarded by the military disbursing officer at the time of deposit to the presidency bank, by which the receipt of the notes will be acknowledged. This acknowledgment must be duly endorsed by the military disbursing officer, and transmitted to the secretary and treasurer of the bank when the return of the security deposit is required.

In Madras, however, the deposit of Government promissory notes in *branch* banks by executive commissariat officers has been authorized, to obviate the risk and delay attending transmission of the notes to and from out-stations.

Branches of the Bank of Bengal retain charges of such papers for a year, after which they forward them to the head office for custody.

Banks.

29. The presidency banks, and their branches with which any treasury may bank, will be guided in receiving and paying money by the same rules as treasury officers.

Chapter 24—Post Office.

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Receipts.

1. All revenue collected by post masters will be paid by them with the usual chalan into the civil treasury, and will be acknowledged by the signature of the treasury officer (or the accountant and treasurer in case of sums under Rs. 500) in the column provided in the post office remittance book by which it will be accompanied. The receipts will be credited by the treasury officer in a schedule of post office receipts.

Monthly verification.

2. At the end of the month the post master of every disbursing post office will prepare, in a form similar to that of the remittance book, a statement of the remittance account of his own and other post offices subordinate to him with the treasury of each district, attaching any separate receipts of sub-treasuries, and will send it for the treasury officer's signature. The entries must be carefully checked by the entries in the treasury accounts, and reconciled therewith.

The meaning of reconcilement may be illustrated. A post master paid into a tahsil a sum of money on 30th June, whereas the tahsil accounts up to 27th only were embodied in the district accounts for June; the treasury officer would alter the post office form under his initials, and would in words acknowledge only the sum actually credited in his account, returning the tahsildar's receipt for the amount. Again, by mistake a post master has omitted a receipt; the treasury officer would add it in a separate entry at foot of the statement, noting that the original receipt had not been surrendered. In short, the treasury officer's acknowledgment must be for the actual amounts which have passed into his accounts in the month, no more and no less, whatever be the vouchers produced.

3. In returning after verification the monthly statement of the remittance account prepared by the post

master, the treasury officer will annex a memorandum showing (1) the value of service stamps sold, (2) the value of non-service stamps and envelopes sold, and (3) the discount paid on sales of non-service stamps and envelopes. The entries in this memorandum will be for the aggregates of the sales made and the discount paid during the month.

Ordinary Payments.

4. Before the beginning of the quarter, the Accountant-General will instruct treasury officers as to the extent to which, during the quarter, they may make payments to each disbursing postal officer.

5. Payments on account of pay of establishments will be made on detailed pay abstracts, wherein will be shewn deductions for subscriptions to service funds, or for fines and savings, or for correction of previous errors and adjustments, but the net amount only will be issued from the treasury and charged in the treasury accounts. Payments on account of contingencies will be made only on countersigned contingent bills.

6. All bills will be presented in duplicate: the duplicate will be retained by the treasury officer as his voucher, the original will be returned to the post master with the cash after entry of the amount actually paid has been made and has been signed by the treasury officer. Amounts overdrawn by mistake, and any retrenchments, must always be deducted from subsequent bills before they are presented for payment; on no account may they be refunded by cash payments into treasuries.

Special Payments.

7. To meet special expenses, funds will be made available by letters of credit issued from the Director General's office, against which sums will be drawn from time to time by the post master on receipts in duplicate presented to the treasury with the remittance book. The treasury officer will initial the entry in the remittance book, enter the amount paid across the original receipt which he will return to the post master, using the duplicate receipt to support the charge in his accounts.

Deposits and Advances.

8. Deposits will be treated on the same principle as those of other departments, *i. e.*, received if supported by a receipt warrant from a post master describing it and directing its receipt, and repaid under warrant from a post master general or a chief inspector; such items will be rare, and should be taken into the cash book direct. All receipts from, and payments to, the postal department on account of permanent advances will be treated in like manner.

If any advance recoverable, made before 31st March 1873, be now repaid, a separate receipt will be given for the amount, and credit will be given by the Accountant General under account current with India.

Postage Stamps.

9. Rules for the custody, distribution, and sale of postage stamp labels, with forms of account approved by the Government of India, have been circulated separately. They are to be found in the *Gazette of India*, April 20, 1878, Part II, page 275.

Chapter 25—Telegraph Department.

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1. The following extracts from Chapter N of the Telegraph Department Code give all rules for the supply of funds which concern the treasury; the wording of paragraph 5 has been altered to bring it into accord with that of other instructions in the civil department, and some little changes have been made at the instance of the Director General:—

Receipts at Treasuries.

2. Money received on account of Government by members of the Telegraph Department is, as a rule, wherever it raises the receiver's cash balance beyond a prescribed amount called his imprest, paid into public treasuries as soon as possible.

41. Officers of the Telegraph Department are prohibited from opening any deposit account with civil treasuries. The only account permissible with a treasury or bank is the amount of letters of credit granted in the sub-divisional officer's favor. Every payment made to a treasury must be to the credit of Government as a "telegraph remittance."

Payments at Treasuries.

3. Money for expenditure is obtainable from treasuries only on presentation of certain prescribed documents. The issues of money from treasuries are made only to or by order of officers in recognized charge of offices or sub-divisions, and are entered in the treasury accounts as *remittances* (or transfers of public money) from the treasury officer to the Telegraph Department. They must, therefore, be acknowledged in the telegraph officer's account as received from the particular treasury concerned. Treasury officers do not, as a rule, *pay* telegraph charges direct, but they furnish telegraph officers with the money to pay them with.

In every case the net amount actually paid should be charged, all deductions, whether on account of service funds or any other purpose, being left for adjustment on the books of the Controller of Telegraph Accounts.

5. Money is obtainable from treasuries in one or other of the following ways:—

1*st*.—On presentation of salary or travelling allowance bills, each of which must be accompanied by a separate receipt for the net amount to be paid in money. No telegraph bill should be paid by a treasury officer unless there is presented with it a separate receipt. Immediately after payment, the bills (endorsed with certificate of the amount paid) should be returned by the treasury officer to the telegraph officer who presented them, the separate *receipts* only being retained by the treasury officers as their vouchers for the debit to "telegraph remittances." The bills will be attached by the telegraph officer to his cash account.

2*nd*.—On presentation of certificates (Form 72), signed by the local Superintendent of Telegraphs, that a certain sum is required to make up an officer's balance to the prescribed amount allowed to him. No payment exceeding Rs. 250 is to be made on any one certificate of this kind.

3*rd*.—On presentation of certificates that money is required for advances to persons transferred, or for refund of deposits. (Forms 73 and 74.)

4*th*.—On cheques against letters of credit.

5*th*.—On transfer receipts.

Should a treasury officer, under proper authority, be ever called upon to *advance* funds to a telegraph officer, the amount advanced should be charged as a remittance to the Telegraph Department, and not treated as an advance recoverable; if the advance be in anticipation of a letter of credit, it must be regarded as paid on account of that letter, and must be noted on the back thereof immediately on its receipt. But such advances are not to be made unless in most exceptional cases of emergency, and on certificate of the local Superintendent of Telegraphs that he considers them indispensable.

Assignments.

7. Accountants General will communicate to treasury officers the sums expected to be payable by them on presentation of bills for salaries and travelling allowances and certificates for contingencies, including, under the latter head, charges on account of petty interruption and ordinary repairs and improvements.

Salary Bills.

8. Salary bills will be paid only when signed by a Superintendent of Telegraphs or an officer in charge of a sub-division or signal office of the Telegraph Department. The Superintendent of each division of telegraphs will keep the treasury officers in his circle informed of the names of the persons holding such charges. * * Superintendents of divisions will also intimate to treasury officers the probable maximum amount of salary bills payable monthly to each person holding charge under them. Any small excess on the stated maximum, caused by the transfer of an officer of higher salary than the officer whom he relieves, or by other unforeseen cause, may be paid on proof being shown under the Superintendent's signature, but not without such proof. In cases when the excess is large, the Director General of Telegraphs will himself furnish authority for it.

9. Whenever a relief from charge of a sub-division or office is ordered, on account of transfer, leave, suspension or otherwise, or whenever an officer in charge dies or leaves his post, the Superintendent must advise the treasury officer (in Form 75) of the name of the relieving officer, and request that no more bills bearing signature of the relieved or deceased officer shall be paid. The Superintendent of Construction will similarly report to the Accountant General and the treasury officer changes of persons holding charges under him.

Imprest Certificates and Travelling Bills.

10. Contingent or imprest certificates (Form 72), and travelling bills, will be paid only on the countersignature of the Superintendent of Telegraphs, and travelling bills must be signed by an officer holding a distinct charge, whose name has been intimated by the Superintendent under Rule 8, second sentence.

Officers on tour.

11. Superintendents in the Telegraph Department, when travelling on inspection duty within their respective divisions, may draw their salaries and cash their travelling bills and recoup their contingent imprests from the *nearest* civil treasuries, on certificate from themselves that the amount is due, accompanied by a receipt for the money in the usual form. The Director of Construction, when intending to present bills for payment at any treasury other than the one at which they were last paid, will apply to the Accountant General concerned, who will instruct the treasury officer to pay his bills under this rule.

12. When an officer in charge of a sub-division leaves his head-quarters to proceed to a portion of his charge that is nearer to another treasury than to that from which he usually draws salary,

he may obtain from the treasury officer by whom he is usually paid a certificate (which he will himself make out for signature) that his salary bill for the month of "_____amounting probably to Rs._____has not been, and will not be, paid" by that treasury. This certificate he will take with him and present at the other treasury with the usual documents, when the other treasury officer will pay the bill. A similar certificate may be made out and acted on in the same way, as regards the travelling bills and imprest certificates, if necessary.

Advances.

13. Money required to be advanced for travelling expenses, or on account of salary, to individuals transferred from one place to another, may be drawn from the treasury by telegraph officers in charge of offices or sub-divisions, on a certificate (Form 73) from the local Superintendent of Telegraphs, stating the amount that is authorized by him to be drawn from the treasury. The treasury officer will pay the amount on presentation of the Superintendent's certificate and a receipt.* * *

Deposits.

14. * * * Treasury officers are required to furnish, on presentation by the telegraph officer in local charge of a certificate (Form 74) signed by the Controller of Telegraph Accounts and countersigned by the Director General or Deputy Director General of Telegraphs, the amount stated in that certificate to be required for refund of deposits.

Letters of Credit and Cheques.

18. Extraordinary expenses, such as extensive construction or heavy repairs of lines, provided for in the second column of Form 8 (departmental cash requirement statement), will be drawn by officers of the Telegraph Department on cheques against letters of credit to be issued in their favor by provincial Accountants General.

The letter of credit will be issued in Form 76.

25. * * * The Director General will apply to the local Accountant General concerned for a letter of credit in favor of the officer who requires the money on the treasury from which he can most conveniently draw it. As a rule, the letter of credit should be in favor of the officer in *charge* of the sub-division, or of an officer holding charge of a construction party directly under the Director of Construction, not in favor of particular officers personally, so as to prevent difficulty after transfers of charge. A copy of each letter of credit will be forwarded by the Accountant General to the officer in whose favor it is granted.

26. Each letter of credit, when granted, will remain available until the end of the official year in or for which issued, with exception that undrawn balances will lapse at the expiration of six months from the date of the last payment made against the credit. The money will be drawn from treasuries by cheques (Form 77), which will be cashed as low as Rs. 10 each. The officer drawing the cheque must at the same time (unless the cheques are payable to himself) advise the treasury officer (see Form 77) of the number and amount of each cheque drawn, and in whose favor.

Cheques are current for three months only.

37. The Construction Branch will pay all its charges, including salaries, from its letters of credit.

Transfer Receipts.

38. When money has to be sent by a telegraph officer to any person at a distance, not near a treasury at which the telegraph officer has credit, the remittance is made by transfer receipt. * * *

Sub-treasuries.

39. A sub-divisional officer may obtain funds, when necessary, from the tahsils or sub-treasuries, by means of cheques, which should be distinguished by different numbers and letters from those drawn against the treasury. In such case, the sub-divisional officer should give notice to the treasury officer, from time to time, of the probable amount of his drawings on such tahsils, in order that funds may be duly provided (see, however, Rule 7 of Chapter 21). The cheques drawn against tahsils will be entered by the treasury officer against the letter of credit of the sub-divisional officer, just as if they had been drawn directly against the treasury. Bills of sub-divisions and offices may also be paid on presentation at sub-treasuries, by previous arrangement with the district treasury officers.

40. Whenever money is sent to the sub-treasury office, the telegraph officer who sends it must forward with each remittance a pass-book, on which the sub-treasury officer will note his initials as a receipt; and a "chalan" or memorandum of particulars of payment, which will be retained at the sub-treasury and forwarded with its accounts to the district treasury. The sub-treasury officer will furnish the telegraph officer with a separate receipt as his voucher for the payment. The pass-book will be a simple memorandum book, with date, particulars and amount of remittance, and place for initials of the treasury officer.

Banks.

42. The foregoing rules apply equally to dealings with the Banks of Bengal, Bombay, and Madras, and their branches, in their capacity as Government bankers.

Miscellaneous.

69. Officers of the Telegraph Department, when they are temporarily and suddenly transferred from one part of India to another, are allowed the privilege of drawing for their own personal use such portion of their salary as they may require from the nearest Government Treasury, the balance of their pay being drawn as usual at their permanent head-quarters.

70. Balances found to be due to Foreign Telegraph Administrations for messages sent by their lines will be paid by treasury officers on presentation of certificates signed by the officer in charge of the Check Office of the Telegraph Department and countersigned by the Director General or Deputy Director General of Telegraphs.

Balances due to Railway Companies for messages sent by their lines of telegraph are now adjusted by book transfer.

Telegraph Stamps.

2. Books containing 100 forms with counterfoils, for messages intended for transmission by the Government Telegraph Department, will be available at treasuries for sale to the public at 8 annas per book, and will be supplied on indent by the Superintendent of Telegraph Stores in Calcutta; the sale proceeds should be credited distinctly from the sale proceeds of telegraph stamps. The receipts and issues of these form-books should be exhibited in the monthly *plus* and *minus* memorandum.

3. Sanctioned permanent advances of telegraph stamps may be made to telegraph masters without payment; their value will not be credited in the treasury account, but deducted in the *plus* and *minus* memorandum of telegraph stamps, the deduction being supported by the telegraph master's receipt.

4. To prevent inconvenience to the public when treasuries are closed for holidays of more than one day's duration, treasury officers are authorized to advance to local telegraph masters, without payment and in excess of the ordinary imprest, such telegraph stamps as the Divisional Superintendent of Telegraphs may consider necessary: the requisition of the Superintendent will be attached to the receipt for the stamps, and will support the deduction appearing in the *plus* and *minus* memorandum.

These temporary advances are to be adjusted immediately on the re-opening of the treasury by the return

of the unused stamps and the money value of those sold, and care should be taken that no delay occurs in effecting the adjustment. The stamps returned will be added, in a separate entry, to the *plus* and *minus* memorandum, and the cash received be credited as a distinct item in the cash book and cash account, and not included with the sale proceeds of other telegraph stamps sold in usual course: the receipt should be described as "value sold of stamps advanced on ."

Chapter 26.—Coin.

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Kinds of Coin.

1. Under the Indian Coinage Act (XXIII of 1870), the following coins may be issued:—

(*a*) GOLD.—Gold Mohur (or fifteen-rupee piece) weighing 180 grains; and also a thirty-rupee, a ten-rupee, and a five-rupee piece, of proportional weights. These pieces are not legal tender.

(*b*) SILVER.—Rupee-piece weighing 180 grains, half-rupee (or 8 annas), quarter-rupee (or 4 annas), eighth-rupee (or 2-annas).
The rupee and half rupee pieces are legal tender to any amount, the other pieces only for fractions of rupees.

(*c*) COPPER.—Double pice (or half-anna) weighing 200 grains; single pice, half pice, and pie (or one-third pice).
These coins are legal tender only for fractions of a rupee.

Silver and copper coined, the former under XVII of 1835 and later Acts, the latter under XXI of 1835 and later Acts, and declared by those Acts to be legal tender, are still legal tender under the new Coinage Act, which no other coins under former Acts are. They were of the same denominations as those under the present Act.

Silver coins issued before 1st September 1835—that is to say, all silver coins issued by the East India Company bearing merely inscriptions in native character, have been called in by Financial Notification No. 2466 (*Gazette of India*, 8th December 1877) with effect from the 1st June 1878, on and after which date they ceased to be legal-tender, the only silver coins which remain so being

those which bear as device the head of the reigning Sovereign (King William IV, or Queen or Empress Victoria.)

Receipt of Non-legal Tender Coin.

2. Although gold coins are not legal tender, those above named will be taken at all treasuries in payments to Government, provided that they have not lost above one part in five hundred of their weight; so also will sovereigns and half sovereigns (of the Royal Mints of England and Australia) at a rate of Rs. 10-4-0 and Rs. 5-2-0 respectively, provided they do not weigh less than 122¾ and 61½ grains respectively.

Gold coin so received, and subsidiary silver coin of the United Kingdom if any chance to be received, should be held as part of the treasury balance and not be re-issued without previous permission from the Accountant General, which he will only give after communication with the Comptroller General. But, if any such coin is received by a bank, the bank may dispose of it at pleasure.

Brass minimum weights for those several gold coins, and also for rupee and half rupee pieces, can be obtained from the Mint Master.

3. Copper and small silver coin will be received in payments to Government to any amount, although they are legal tender only for fractions of a rupee.

Exchange of Small Coin.

4. Copper and small silver coin should be issued freely to persons wishing for either, either in payment of claims against Government, or in exchange for rupees or for currency notes which the treasury may be cashing. There should be no objection to issuing such coins so long as there are any in stock, and a further supply should be asked for as soon as it is required.

Care is also to be taken to let it be openly known that all small coins are obtainable both at the district and sub-treasuries without obstacle and without charge for exchange, and to secure that they really are so obtainable; the order that copper should only be issued when applied for in parcels of the value of 5 rupees has been cancelled.

Copper coin of British mintage has occasionally been supplied to Native States; local authorities, however, have no power to issue the coin save at its full nominal value, and consequently such applications must be submitted to the Government of India.

5. The Government of India have also directed the free issue of silver in exchange for legal-tender copper coin in parcels of the nominal value of not less than two rupees at every treasury, sub-treasury, and Currency Office throughout British India and in Mysore and Berar, and also at the Presidency banks and their branches.

Wherever large bodies of men are assembled on public works under construction for purposes of famine relief or otherwise, the local authorities should make special arrangements to supply silver on the spot in exchange for the legal-tender copper coin which may be collected by the purveyors or foremen at such assemblages.

Legal-tender copper coin received by the banks under these orders will be subject to the operation of the ninth clause of the agreements with the banks; and the Comptroller General or Accountant General, as the case may be, will, under the fifth clause of those agreements, pass bills for the cost of remitting elsewhere any surplus legal-tender copper coin which may accumulate in any bank or branch bank.

6. The object of the orders in the last rule is to prevent legal-tender copper coin from circulating at a discount; it is believed that, if they are carefully obeyed, such a state of things can never occur. If, nevertheless, legal-tender copper coin does, at any time, or anywhere, circulate at a discount, the circumstance should be immediately reported to the Local Government, and by the Local Government to the Government of India, with full explanation of the supposed causes of the phenomenon, and of the measures taken to remedy the evil.

7. Care must be taken not to receive, whether under these orders or otherwise, at any treasury, sub-treasury, or Currency Office, any copper coin that is not a legal tender under the Indian Coinage Act, 1870.

Uncurrent Silver Coin.

8. Section 13 of the Act lays down the conditions of currency of silver coin. The rupee and half-rupee are legal tender, provided that the coin has not (1) lost more than two per cent. in weight, or (2) been clipped or filed, or defaced or diminished otherwise than by use. The smaller silver coins (1-anna and 2-anna pieces) are current,

subject only to the second proviso. Defaced coin should be returned to the person tendering it; but a coin which has been defaced by accident should, as a rule, be received if of full weight (*i. e.*, if it have not lost more than two per cent.). Any coin, to which a piece of solder is attached, should be rejected as defaced.

9. Under Financial Notification No. 3299 of 4th October 1872 (published at page 911 of *Gazette of India*), every officer in charge of a Government treasury: every Commissioner, Deputy or Assistant Commissioner, of the Department of Issue of Paper Currency: and, (but in respect only of coin received by him on behalf of Government,) the Secretary and Treasurer of each of the Banks of Bengal, Madras, and Bombay, and every Agent in charge of a branch of any of the said Banks, is authorized to cut or break coin as described in Section 16 of the Indian Coinage Act of 1870; the rules for which are re-printed below. Tahsildars and other officers in charge of sub-treasuries not having this authority must simply refuse to receive light and counterfeit coins.

"1. When any silver coin, purporting to be coined and issued under the authority of the Government of India, is tendered to any of the officers authorized by this Notification to act under Section 16 of the Indian Coinage Act, 1870, who has reason to believe it to be counterfeit, or to have been reduced in weight otherwise than by reasonable wearing, he shall cut and break such coin, and, under Section 16 of the said Act, return the pieces to the person tendering the coin.

"2. When any rupee or half-rupee, purporting to be coined and issued under the authority of the Government of India, is tendered to any such officer who has reason to believe it to have lost by reasonable wearing more than two per cent. in weight, he shall cut or break such coin, and, at the option of the person tendering the coin, return to him the pieces, or retain them and pay to him their value at the rate of one rupee for one hundred and eighty grains troy weight.

"3. A quarter rupee or an eighth of a rupee tendered to such an officer must, under Section 13 of the Act, be accepted as legal tender for a fraction of a rupee, even though it have lost by reasonable wearing more than two per cent. in weight.

"4. If, by reason of the obliteration of the device upon it, or for any other cause, any quarter-rupee or eighth of a rupee that shall come into the possession of such an officer shall appear to him to be unfit for further circulation, it shall not be cut or broken, but shall, whatever be its weight, be withdrawn from

circulation and dealt with in the manner prescribed in Rule 5. But quarter-rupees and eighths of a rupee shall not be withdrawn from circulation, if they appear to be otherwise fit to circulate, only because they have lost by reasonable wearing more than two per cent. in weight.

"5. The pieces of coin, cut or broken and paid for under Rule 2, and the coin withdrawn from circulation under Rule 4, shall be sent by the first convenient opportunity to the Master of the Mint at Bombay or Calcutta. Meanwhile the actual sum paid for the cut or broken pieces and the nominal value of the coin withdrawn shall be entered in the statement of the cash balance of the officer who has received them as 'uncurrent coin.' Upon their receipt at the Mint, the Master of the Mint shall give credit for them at the same values, and any loss incurred in their re-coinage shall be a charge of the Mint."

It has been further ordered that the broken coin shall not be sent to the Mint till a sum of Rs. 20 has accumulated, and that, in order to such remittance, the petty receipts of small treasuries may be collected at central points; but it will be well in this case to adjust the remittance between the treasuries of original and intermediate receipt, and not trouble the Mint Master to send an out-turn certificate to the former.

Defective Silver Coin.

10. Good silver coins of full weight are sometimes unfit for circulation by reason of defects in mintage; they may be split, scaled, bear the impress of one die only, or ring badly. Such coins should not be re-issued, but should be held apart as uncurrent and returned to the Mint at the first opportunity. They should not, however, be cut, as credit will be given for the value by tale; whereas rupees and half-rupees withdrawn and cut on account of reduction by ordinary wear are taken over at Re. 1 a tola. But any coins (whether rupees, half, quarter, or one-eighth rupees) rejected on account of being reduced in weight otherwise than by fair wear can be taken over by the Mint only as bullion, *i. e.*, at Re. 1 a tola, less the charge for seignorage.

Disposal of Counterfeit Coin.

11. Counterfeit coins found in a remittance should be broken and returned to the remitter, though, in the case of a remittance to a Bank unaccompanied by a potdar, the Bank might agree to realize the value of the metal and credit the remitting treasury.

12. Counterfeit coins should after being broken be sent to the Mint at Calcutta or Bombay, whenever it can be done with the consent of the tenderers. Each coin should be put in a separate wrapper bearing the name of the treasury, a mark and date, whereby it may be traced with certainty in the event of any correspondence.

Uncurrent Copper Coin.

13. Officers in charge of Government treasuries and the Presidency Banks, wherever they act as bankers for the Government, will receive without objection any copper coin, however greatly worn, which bears any trace of Government mintage, but will take effective steps to prevent the payment to the public of any such coin which has not previously been examined in detail and found fit for re-issue. The Currency Department issues good copper coin in exchange both for silver and for worn copper coins.

14. Uncurrent copper coins lying in a treasury in the interior should, under instructions from the local Accountant General, be cut in half and sold as old copper, either on the spot, or in some other market if, after allowing for the cost of carriage, a better price can be obtained there. The coin must be broken in the presence of a responsible officer, and the treasury officer must certify that he has personally ascertained that the coin has been so cut and defaced that it cannot circulate again as money.

15. The nominal value of the uncurrent coin so destroyed should be charged off distinctly in the list of payments as "loss by sale of uncurrent copper coin;" the certificate of the treasury officer above referred to must be sent as a voucher in support of the charge, in order that it may be adjusted by the Accountant General against the Government of India under Mint (in Madras and Bombay directly under "Mint.") The gross realizations on account of the sale should also be distinctly shewn as sale proceeds of broken copper coin; the cost of breaking up the coin should be charged on a separate bill.

16. Uncurrent copper coin may not be sent to the Mint unless the operation is profitable; and, in consider-

ing the prudence of such a despatch, the cost and risk of breaking and defacing the coin have to be set against the price locally realizable on one hand, and the cost of packing, transit, and breaking up the coin in the Mint set against the price to be obtained at the Presidency town on the other. In some places it may be possible to melt up such coin more cheaply than to break it; but close supervision will be necessary, both to see that the condemned coin is actually put in the furnace, and that it is kept there so long that no single piece can be separated from the mass. A large quantity could be broken up more cheaply in a Mint than in the interior, as machinery would be used; but, as a small quantity would be broken up by hand, it would be more cheaply broken in the interior where labour is cheaper. No directions can be given, for the cost of breaking the coin and the price to be realized for the copper are found to vary much, and each case must be dealt with separately.

Foreign Coin.

17. Generally speaking, coin of British mintage only is received in treasuries. But troops returning from a campaign, where they have been paid in foreign money, are allowed to exchange it at the treasury nearest the frontier (or at the next, on a certificate that the frontier treasury has not sufficient funds) at the rate of exchange at which it may have been issued to the troops; the officer commanding the troops or detachment certifies the rate, and also the fact that the coins have been issued in part of pay. Such coins are held apart for ultimate disposal, and any loss is charged off under support of the commanding officer's certificate above referred to.

18. Foreign coins may chance to be paid into a treasury as part of a deposit eventually to be made over to a third party; the disbursement will be of the same coins, and so it matters not whether, for purposes of account, the market rate, the assay rate, or a purely arbitrary value, be assigned to such currency.

Other cases of their receipt would be treasure trove, and uncurrent gold coins paid in as part of an exceptional present to Government at a local darbar; credit should be given at what is believed to be the assay value.

Annual Requisition Estimate.

19. Immediately after submission of the detailed cash balance report for 30th November, an indent for the small silver and copper coin required for use in the coming year should be submitted in Form 78. The lines shewing the balances in hand on 1st December in the preceding year, and those on hand at the time, should be verified from the cash balance reports, and the figures in the remittance lines can be easily compiled from the records of the treasury. The difference between the totals will indicate the amount that has come into the treasury by local receipts, or passed out of it by local disbursements. Should the indent be, under any head, very different from the want indicated by the experience of the year, some words of explanation should be given. The indent should reach the Accountant General's Office by 10th December, as his provincial indent is due in Calcutta on 1st January of the new year.

The meaning of such indents should, however, be clearly understood; they are submitted to guide Government in its orders for the working of the mints in the new year, and are not treated as requisitions for the coin: special application should be made whenever the stock seems to require replenishment.

Annual Report.

20. As early as possible in January of each year should be submitted a report on the working (during the past calendar year) of the rules reprinted in paragraph 9. This report will show the number of coins of *each* denomination, cut and broken, because they were believed to—

(*a*) have lost by reasonable wearing more than two per cent. in weight;

(*b*) be counterfeit;

(*c*) have been reduced in weight otherwise than by reasonable wearing.

Any necessary remarks should, of course, be appended.

Annexure.

Small Coin Depots.

1. Under F. D. No. 1980, dated 22nd March 1878, depôts and sub-depôts for the custody of small coin are established at currency offices, treasuries, and other places. Where such a sub-depôt is in charge of a collector or treasury officer, the balance, the accounts, and the transactions must be entirely separate from those belonging to the treasury.

2. No coin may be paid into or out of a small coin depôt or sub-depôt without the orders of the Accountant-General, who, in directing coin to be paid into one, acts only under orders of the Comptroller-General.

3. The account of the depôt or sub-depôt will be kept in the folowing form, every transaction being entered at the time of its occurrence, and the new balance deduced:—

Small Silver and Copper Depôt Book.

Date.	Nature of transaction.	Value in									Initials of Officer in charge.
		½ Rupees	¼ Rupees.	Total silver.	Double Pice.	Single Pice.	Half Pice.	Pie Pieces.	Total Copper.	Grand Total.	
		Rs.	Rs	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
April 7	Balance ...										
„ 18	Remitted to as per order of A. G. No. , dated										
April 18	Balance ...										
May 3	Received from as per order of A. G. No. , dated										

4. On every day on which a transaction occurs, a slip, being a copy of the entry of the transaction in the accounts, with the balance before and after it, will be despatched to the Accountant-General. Forms will be supplied for this purpose.

Chapter 27.—Currency Notes.

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Receipt.

1. Payment of Government dues can be made in Government currency notes of any issue, irrespective of presidency or circle. Railway companies, too, will receive notes of any circle in payment of fares and freight, and the officer in charge of a treasury into which such company pays its earnings will receive notes so earned.

Payment.

2. Except at an office of issue, notes of the home circle are legal tender in satisfaction of any claim against Government, though ordinarily no person should be pressed to take notes in part or full of his demand.

Issue and Exchange.

3. A treasury officer may supply to all comers, without enquiry as to their intentions, such notes as he may have fit for re-issue.

4. Although no person has a legal claim to obtain cash for a note presented at a Government treasury, Government desires that this accommodation be given when convenient. Accordingly, whenever the treasury officer is satisfied that no inconvenience can be caused to the treasury by the encashment of any notes likely to be presented, a placard in English and the vernacular notifying that he is prepared to give cash for notes should be exhibited in some conspicuous place. Care should be taken that no corrupt or undue preference be shewn to any individual.

At deficit treasuries (whereof the ordinary cash receipts are less than the expenditure) currency notes ought not to be cashed, except

so far as it can be done without expense or inconvenience. If the treasury officer can spare cash for only a limited amount of notes, he is at liberty to notify that he is prepared to give cash for home notes only.

Notes, home and foreign, to a limited extent may be cashed for the convenience of travellers when the treasury is unable to cash them for the general public: visitors to hill sanitaria, however, cannot be regarded as travellers.

Permission has, in some cases, been given for encashment of notes at sub-treasuries under the same conditions.

5. When an Accountant General is prepared to lay down a named amount of silver free at a branch of the Bank of Bengal, that branch will cash, free of charge, notes of all circles up to the named amount; the notes would be held apart from, and above, the ordinary balance, and be remitted to such treasury as may be agreed on.

Custody of Notes.

6. Home notes, if in good condition, may be re-issued as convenient. Those which require registration under Rule 11, must be kept in the order of receipt, in bundles according to denomination, each bundle containing not more than 100; they must be re-issued to the public, or remitted to another treasury, in the same order.

It follows from this that if any such notes are under double locks, the Treasurer must hand over all his receipts to be placed under double locks, and may issue only such notes, (namely, those which have been longest in the Treasury Officer's custody,) as are delivered to him for the purpose.

7. Cut notes should, before receipt, be joined by a narrow strip of paper gummed across the whole breadth; but, if they are received in a remittance by halves, the treasury officer will join them; they are re-issuable if not otherwise defective. Damaged notes should be separated from the good ones, and should not be re-issued; and notes seriously mutilated, altered, or wrongly joined, should be refused.

Disposal of non-issuable Notes.

8. Notes much soiled should not ordinarily be re-issued to the public, but sent to the treasury at the head-

quarters of the Local Government (or other treasury named by the Accountant General) in the first remittance made thither. The treasury officer at the head-quarters of the currency circle will exchange all cut notes he receives for whole ones.

9. Notes of other circles will not ordinarily be re-issued: if, however, special application is made for such notes, and those on hand are in good order, there is no objection to re-issue.

10. When there are in a treasury notes of other circles not fit for re-issue, or not likely to be applied for, they should be cut and remitted by halves (see Chapter 28, Rule 17) to the treasury officer at the head-quarters of the Local Government, who will cash them at the Currency Office, if it is cashing foreign notes, or else will remit them, under instructions from the Accountant General, to Calcutta, Madras, or Bombay; the amount would be treated, in the latter case, as a remittance between the Governments.

By its agreement for the conduct of the Government banking business, each presidency bank is bound (at its head office, and at such branches as have custody of treasury balances) to accept in payment of Government revenue, and from Guaranteed Railway Companies on account of their traffic receipts, Government currency notes of all circles indiscriminately, and also to cash Government currency notes of all circles in small amounts for the convenience of *bonâ fide* travellers; but it reserves power to exclude such notes from its account of the Government balance. If it does so, it will, on the day of receipt, enter in a special register such notes as it excludes from the balance, and will not afterwards have power to appropriate them for its own use without the consent of the Comptroller General (or Accountant General) at a presidency town or of the Collector at a district treasury. The Accountant General will collect such notes at head-quarters, or remit them to the head-quarters of the currency circle concerned (Calcutta, Madras, or Bombay), as may be convenient; in the provincial cash balance report he will show the value under foreign circle notes, the rest of the treasury balance in a branch bank appearing under whole rupees.

Record.

11. The name of every person presenting or receiving a note of the value of Rs. 50 or upwards at any Government treasury should be recorded. Accordingly, for each denomination of notes, except the lowest three, two registers should be kept, one for notes of the home circle, the other for notes of other circles, wherein every

note received, whether from the public or from another treasury, should be recorded separately so as to show (1) the date of receipt, (2) the name of the person from whom the note was received, (3) particulars of the note, (4) the date of re-issue, (5) the name of the person to whom it was issued.

In some provinces local orders require registry of the number of every note received or issued; the present instructions do not change this practice.

At a currency agency the treasury officer will mark off in his register as paid to the currency department any notes he may pay into the currency chest, and, if they be afterwards again taken out for issue, he will enter them in his register anew.

12. As entries are made at the time of receipt, and as issues are made in the order of receipts, the dates will be consecutive both in column 1 and in column 4. The *particulars* (column 3) are the number of the series (*e. g.*, E 16) and the number of the note (*e. g.*, 17962); in this column will be entered the name of the circle, when the note is not a note of the home circle. In columns 2 and 5 the name of the presenter or the receiver will be entered when it is known, or when it is voluntarily given; but, if the person tendering (or receiving) notes refuse to give his name, he should not be pressed to do so, unless he tender a note for which notice of stoppage has been received.

The only cases in which there can be any doubt about the name of the presenter or receiver will be those in which notes are received or given in exchange. The name must be known in any transaction which has to be entered in the cash account, for the name of the person on whose account money is received or paid is always shewn in the document presented at the treasury.

Stopped Notes.

13. If a note be presented of which notice of stoppage has been received, the presenter should be asked his name and address, the name and address of the person from whom he received the note, and the circumstances under which he received it; but, unless his answer give ground for doubt that he came by it honestly, it should be accepted, though notice should be given to the police, and to the office of issue, that a certain lost note has been presented. That office will remove the note from the list of lost notes, and will place the loser in communication

with the police, but then will leave him to take such action as seems to him good.

Treasury officers are not required to keep a record of any notices of stoppage save those which they receive from losers; a file of the original notices will suffice with the addition of an index.

14. The following opinion of the Advocate General, Calcutta, is published for reference:—

Opinion.—If any Government treasury officer receives a currency note, of the alleged loss of which he has received notice, he should enquire of the person tendering it in payment as to the circumstances under which he got the note. If he gave value for it and there is no reason to suppose from his statement that he received it otherwise than in good faith, it should be accepted by the Government officer as a good legal tender.

2. I think that the Head Commissioner of Paper Currency should satisfy himself as far as he can, by enquiring from the person who alleges a note to have been stolen or lost, whether such is really the case, and should ask the alleged owner to produce any evidence he can of his former possession of the note. Having satisfied himself of the probability of the story as to the alleged stealing or loss, the Commissioner will be quite justified in inserting the note in his list.

3. A person, who takes a note in good faith and for consideration, l have a title to it, notwithstanding he may have seen it merated in the list of lost or stolen notes. But, if he takes the e with knowledge of its having been advertized, and does not ke reasonable enquiry, that is, if he takes it under such circumnces as would fix on him the suspicion of participation in the ud, he could not make a good title to the note. And it follows t, if he takes the note otherwise than in good faith, it is not ood payment, and he may and ought to refuse it as a legal der, unless he has reason to believe that the person tendering it him has come by it honestly.

Indents.

15. When notes are wanted in a district, an indent detail should be submitted; and it may well accompany e monthly cash balance report. But it must be remembered that a supply of notes is, to all intents and rposes, a cash remittance, and can only be sent by lucing the actual cash balance of another treasury: cordingly it is not always *possible* to meet an indent, r (if the cash balance of the indenting treasury be ong) is it always advisable to do so. Government has d down that an Accountant General is not to consider nself obliged to supply notes of large value to district

treasuries, which he knows will be remitted at once elsewhere, thus throwing upon him the expense of bringing away the coin received in exchange for them.

Quarterly Return.

16. Every treasury officer, with the exception of such treasuries as are established at branches of the presidency banks, will prepare, in Form 79, a quarterly memorandum showing the receipt and issue of Government currency notes in and from his head and sub-treasuries, and will submit it to the Accountant General.

It will be observed that the amount of revenue realized in foreign notes has to be stated in this return.

Annexure—Paper Currency Agencies.

General Rules.

1. At some important stations Currency Agencies have been opened to afford facilities to the public for exchanging coin for notes, or notes for coin.*

When the district treasury is in the charge of a branch of the presidency bank, the currency chest must be there too, being opened, when necessary, by the treasury officer.

2. All applications for exchange, whether for notes or silver coin, must accordingly be granted without restriction, provided that the coin or notes applied for are in the chest; but notes cut in halves, or much worn, or notes of other circles, should not be re-issued from a currency chest.

Custody of Coin and Notes.

3. A separate chest must be set aside for the Currency Department funds, the notes being placed in a tin box within it. The whole must be kept entirely distinct from the treasury balance.

4. This chest should always contain the same total amount. Coin may be taken out and notes deposited, or *vice versâ*, or one description of notes or coin may be exchanged for another; but, unless under special orders of the Head or Deputy Commissioner of Paper Currency, the total amount in the chest must never be altered.

5. One key of the chest must be kept by the Collector or some other gazetted officer who is not in personal charge of the treasury balance.

Rules for Management.

6. It is not intended that the chest should be opened daily; once a week, or even once a month, may probably suffice. The ordinary exchanges with the public should be made by the treasury; the currency chest being used as a reserve when the proportion of notes or coin in the treasury becomes inconveniently large. If the

* It is not intended to incur any large expense in the promotion of currency agencies. If it be found that, instead of ordinary circulation at any agency, the privilege of cashing or obtaining notes is used all in one direction so as to require constant charge to Government to carry supplies of coin to the agency or to bring accumulations of coin from it, that agency must be pronounced a failure and allowed to become inert when the supply sent to it is exhausted; but such a state of things should not be assumed to exist without a full and fair trial. It is not thought expedient to supply currency chests with notes of value higher than Rs. 100.

chest can give no assistance, the facilities afforded to the public must be stopped; *e. g.*, if notes accumulate and the whole balance in the chest consists of notes, no more must be cashed for the public until the stock has decreased. On no account must any risk be run of inconvenience to the treasury.

7. The notes issued from each agency will be distinguished by a small stamp impressed at the circle office, showing the number assigned to the agency, and it is of the first importance that such notes should never (unless in very exceptional circumstances) be refused encashment at the office where they were issued. Hence, if it is seen that notes from a distance are being brought in such quantities as to absorb the whole amount of coin available, the treasury officer should take care to cash at the currency chest such an amount of the notes held in his treasury balance as will liberate an amount of coin sufficient to meet these local notes tendered for exchange. Such necessity should at once be reported to the head office of the circle.

8. The currency chest book (Form 80), or a duplicate of it, should be kept in the chest, and the balance proved and signed at every transaction. A slip in the same form, signed by the treasurer, treasury officer, and officer holding the second key, must be sent to the head office of the circle whenever the chest is opened; no further accounts are necessary. Any transactions in notes of foreign circles should be entered in *red* ink, and on the reverse of the slip should be details of the circles to which they belong, for which purpose the following form is provided on the reverse of the slip:—

Details of Notes cut or otherwise unfit for re-issue, and of Notes of other circles included in the closing balance overleaf.

NAME OF CIRCLE.	Rs. 5	Rs. 10	Rs. 20	Rs. 50	Rs. 100	Rs. 500	Rs. 1,000
Number of notes unfit for re-issue ...							
Notes of Circle							
Ditto ditto							
Ditto ditto							

9. Copper coin must never be deposited in the chest, as the law does not admit of its being held as currency reserve, but a reasonable portion of the reserve may be kept in the form of small silver coin.

10. The exchanges with the chest should be always in even hundreds of rupees.

11. Transactions should, if possible, be avoided in the last few days of the month, so that the correct closing monthly balance may always be known at the head office. If important exchanges take place too late for the slip to reach the head office by post, the transaction should be telegraphed shortly (*e. g.*, "Currency Agent, to Currency Commissioner, withdrawn Rupees 30,000, deposited 300 notes for 100").

12. The currency chest balance should be verified monthly, like the treasury balance.

Chapter 28.—Resource and Remittance.

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Supply of Funds.

It is the duty of the Accountant General to keep all his treasuries adequately supplied with all kinds of coin, but otherwise to bring together any surplus balances at convenient and accessible points; and it is the duty of the district officer, while leaving at his sub-treasuries the smallest sum necessary for their current expenditure, to see that each has a sufficient supply of copper and small silver to answer all demands for change.

Resource Estimate.

2. To enable the Accountant General to keep the treasuries in funds, an estimate will be submitted to him by each treasury officer at the beginning of each month, of the balances, receipts and expenditure of that and two succeeding months.

This resource estimate is prepared on printed forms supplied by the Accountant General, and should be despatched not later than the 3rd of each month, but should bear the date of actual despatch. It will open with the cash balance as reported in the cash balance report for the last day of the preceding month, but in round hundreds of rupees; and will show, in round hundreds also, the receipts and charges for each head which has a separate register, and of which therefore the treasury officer has full information, exhibiting all other receipts, and all other charges, in single lump

sums. It will be found that foolscap paper is quite large enough for the return so reduced.

(*a.*) Sums are shewn in round hundreds by the omission of amounts under rupees fifty, and the exhibition of fifty rupees and upwards as one hundred.

(*b.*) The opening balance will be the available balance in the treasury, *i. e.*, will exclude the amount appropriated to the Public Works Department.

(*c.*) The closing lines on the receipt side will shew total receipts, probable closing deficiency, and grand total; on the charge side, total payments, probable closing cash balance, and grand total.

(*d.*) The grand totals in the pair of columns belonging to each month must, of course, agree.

(*e.*) The heads represented by separate entries on the receipt side will ordinarily be—Land Revenue, Forest, Excise, Assessed Taxes, Provincial Rates, Customs, Salt, Stamps, Post Office, Law and Justice, Other Civil Receipts; of these, a total should be made, and after it will appear the debt heads, *viz.*, Deposits of all kinds including Savings Bank, Supply Bills (both local and foreign), Transfer Receipts and Money Orders, Cash Remittances (including any remittance from a small-coin depôt in another province), Departmental Remittances, (that is, Public Works, Forest, Military, and Telegraph Departments), Customs and Salt Remittances; thus there will be on the receipt side at most twenty lines, whereas a page of foolscap can spare, in addition to the necessary space for headings, &c., nine inches; on the charge side, subject to local requirements, there need be before the debt heads only one line for total civil charges, but it will be necessary to add afterwards one for payments on account of Guaranteed Railways without distinction of capital and revenue.

(*f.*) No provision should be made for a remittance either in cash or by means of supply bills (whether to draw away a surplus or to supply a deficit) that can only follow special orders of the account office not yet received. The estimate of cash remittances should be supported by a list, on the face or back of the estimate, detailing the treasuries to or from which they are expected.

(*g.*) On the reverse should be detailed any important and exceptional receipt or charge which may be expected, but here also no remittances should be entered which have not been provided for in the body of the estimate; thus no mention will be made of a remittance expected only on the ground of the necessity of increasing, or desirability of reducing, the closing cash balance of any month, but only of such as have been actually ordered, or will be made under standing orders.

(*h.*) It may be convenient to provide on the left of each page a column for the actual figure for the past month, and in this case notes should be added on the reverse explaining any very material difference between the actuals and the anticipation of the last

preceding estimate; the estimate, however, must on no account be delayed for the insertion of these actual figures.

Remittance Orders.

3. Remittances of cash or notes to or from a treasury are made only on orders (either standing orders or special orders) of the Accountant General.

Orders for cash remittances may conveniently be issued on a counterfoil form; such, for instance, as Form 81. The receiving office, immediately on arrival of the remittance, should forward its portion of the order to the Accountant General with note of the date of receipt and certificate that credit has been given in the cash book, subject to any re-adjustment which may be found necessary on detailed examination. (See Rule 22.)

4. Immediately on receipt of a remittance-order from the Accountant General, the police department should be informed of the kind and amount of the treasure to be remitted, and asked for a sufficient escort, which it will supply according to the scale laid down by the local Government. Any officers on the line of march from whom assistance may be required should be advised by the despatching office, which should also warn the receiving office of the exact date of expected arrival, in order that any necessary arrangements may be made, such as provision of carts, or a guard of sufficient strength for treasure arriving by rail.

Care should be taken to avoid making a remittance at such time that it would be in transit at the end of the month, or that it would reach its destination on a Sunday or other authorized holiday.

Packing of Treasure.

5. Treasure should be packed for remittance in stout bags, tied and sealed after a slip of paper has been placed in each, naming the treasury at which it was packed, the tale and description of the contents, and the name of the person who counted the contents; the treasury officer must satisfy himself generally of the contents of the bags.

6. For journey by road the bags may be packed in treasure tumbrils, or in large chests placed in carts, at the door of the treasury in the presence of the treasury officer; for journeys by rail or boat, and also (if convenient) for journeys by road, they should be packed in stout boxes capable of containing Rs. 4,000 to Rs. 6,000

each, screwed and bound with iron, without gunny covering or ropes, and the hoops should be riveted together where they cross: every box should bear the name of the despatching treasury cut into, or painted on, it with a number.

The irregularly-grained parts of a plank of wood are not suitable for boxes; it is found that they often give way under the severe strain which treasure boxes undergo in a road journey.

7. To each box designed for water conveyance, or to cross any unfordable stream by a ferry, should be fastened a buoy, formed most easily of a piece of unsplit bamboo; the rope of the buoy should be at least 10 yards long, and the police officer in charge is responsible for seeing that it is never detached from the box, nor, so long as the box is on board any boat, coiled up or knotted or entangled in any way.

Invoices.

8. Invoices will be prepared in triplicate and will state the marks on every tumbril or chest, and the number and contents of each, and the marks and gross weight and contents of every box; one copy should be retained, another should be despatched by post on the same day to the receiving treasury, and the third made over to the escort officer.

9. Remittances intended for the General Treasury, Calcutta, should now be despatched, not to the Bank of Bengal, but to the Government Treasury at No. 1, Dalhousie Square. The Treasury Branch of the Comptroller General's Office should be advised by the Accountant General of any remittance he may be ordering to that treasury, and also by the treasury officer of its despatch; the last-named advice would be a formal letter, as the triplicate invoice should be sent to the officer in charge of the reserve treasury.

Escort officer's duties.

10. The escort officer will count the bags as they are being stowed in tumbrils or chests, or will see the boxes weighed. He will sign the receipt at the foot of each copy of the invoice as responsible for " bags packed in tumbrils, *or* boxes of marks and weights detailed above, said to contain coin to the value

of Rs. ;" the blanks will be filled up in words, and, if the escort officer be ignorant of English, he should be required to write the numbers of the bags or boxes which he has received, in the vernacular, on the copy of the invoice to be retained by the treasury officer.

11. When the escort officer is relieved in the course of the journey, he will obtain a receipt for "tumbrils in good order said to contain coin to the value of Rs. in bags," *or* for " boxes iron hooped and in good order said to contain coin to the value of Rs. ." When the remittance reaches the addressee, the latter will count the bags and weigh the boxes, and give a receipt for " bags said to contain coin to the value of Rs. ," or for " boxes of marks and weights detailed in the invoice said to contain coin to the value of Rs. ." If any box be short weight, or show signs of being tampered with, it should be opened in the presence of the escort officer, otherwise he should be allowed to return at once.

Potdars.

12. Treasurers may send potdars in charge of specie remittances at the expense of Government, who will remain in charge while the treasure is being examined, and will take back the locks, and, if convenient, the bags. If the guard be returning to the station of original despatch, tumbrils or chests should be sent back under its charge; otherwise they should wait for the potdar.

Expense for extra potdars for remittances within a district is inadmissible, but, for remittances between districts and provinces, the amount of expenses actually incurred may be allowed, only so that they shall not for each potdar exceed 8 annas per diem, 3rd class railway fare, and carriage or cart hire when absolutely necessary. The countersigning authority may be fixed by the Local Government at its discretion.

13. If any chest, tumbril, or wagon be secured by double locks, one key should be held by the potdar, and the other by the escort officer; if there be only one lock, the key should be held by the potdar, but the escort officer is responsible for not allowing the chest or wagon to be opened before arrival at destination, save in case of a break-down, when the treasure must be moved to another chest or wagon in his presence.

Railway Arrangements.

14. Additional rules regarding the arrangements to be made in the case of remittances by Railway will be found as Rules 24, &c. of this Chapter.

Weight of Coins.

15. Some notes on the weight of coins may be useful for guidance in making remittances.

A lakh of full weight rupees weighs net 31¼ maunds, and, packed for remittance, possibly a little less than 35 maunds. When there is a minimum rate of charge, a calculation on this basis will enable the officer concerned so to arrange that the full weight for the minimum charge be made up. Taking 35 maunds as the weight of a lakh of rupees packed for despatch, the railway charge (at 2 pies per maund per mile) will be equivalent to 1 anna per Rs. 1,000 for each distance of 17 miles; the cost of packing, carrying to station, loading, &c., must be added in calculating the gross percentage for comparison with bill rates. When remittances of not less than 20 lakhs are made at once, the chief railway companies charge half rates only; but notice should be given some time beforehand in order that trucks of convenient sizes may be brought together, as the charge may be made by the gross carrying capacity of each truck.

The E. I., the G. I. P., the Madras, and the B. B. C. I. Railways further agree that the charge for the carriage of an amount less than 20 lakhs shall not be more than would be charged if full 20 lakhs were sent; the S. P. D. R. refuses assent to this condition.

Copper coin of the nominal value of Rs. 2-4 weighs one seer; of coin packed for remittance one maund is found to contain the value of Rs. 82. When comparing the cost of remitting copper by sea and by land, pains should be taken to ascertain how freight will really be calculated. One line of steamers charges by the ton of 10 hundredweight, whereas another works by the ton of 20 hundredweight (27⅔ maunds).

Remittances of Currency Notes.

Whole Notes.

16. When it is possible to send whole notes along with a specie remittance, or when notes not yet cut, to

a considerable value, are being despatched between stations on the line of railway, or along a road on which means of rapid transit are available, they should be placed flat between boards, wrapped in paper, folded in wax-cloth, and then carefully sealed. This parcel should be placed in a small wooden box, which should be securely fastened and sealed, and so secured should be made over to the guard furnished by the District Superintendent of Police under the regulations of his own department. Whole notes should never be remitted by post.

If a packet of this kind be consigned to a treasury merely for despatch, along with some other remittance, to another treasury, the receiving treasury should give a receipt for a "sealed packet in good order said to contain Rupees in notes;" and should take a similar receipt from the escort officer, when he forwards it. Meantime, the packet should remain under joint keys.

Cut Notes.

17. A small remittance, however, or one of notes already cut, may be sent by post. After completion of the invoices (Rule 19) the notes should be cut in half, the left-hand halves packed in paper and wax-cloth, sealed, and despatched with the invoice in a registered cover. The right-hand halves should be similarly packed at the same time, and kept under double locks till receipt of acknowledgment of the left halves, when the packet containing the right-hand halves should also be registered and despatched.

Packing.

18. In packing parcels of notes for remittance from one treasury to another, great care must be taken. Those of each denomination must be arranged in order of series and number and, when a large supply of any denomination is being sent, they should be stitched by one edge into books of 100. Notes of different circles should be put up into separate bundles. The bundles should then be bound together in parcels as large as is consistent with the Post Office regulations (7,000 half-notes can easily go in one parcel): and a copy of the invoice, omitting the series and number of the notes, must be packed up with each parcel (see next rule).

If the remittance is made to the reserve treasury in Calcutta, the name of the treasury and the date of the invoice should be stamped on the back of each note, the money order stamp being borrowed for the purpose.

Invoices.

19. The invoice, Form 82, should set forth the detail of series and number under each denomination and circle, and should bear at foot a certificate from the treasury officer that the parcel has been made up and sealed in his presence, and that he has personally ascertained that its contents correspond with the invoice.

The original invoice should be sent by post to the treasury officer to whom the notes are consigned, a copy being kept for record.

Both original and copy should be signed by the police officer to whose care the parcel is entrusted, when notes are sent under charge of a guard; but the police officer has not to count the notes, and his signature is only a receipt for a packet *said to contain* certain notes.

Another [partial] copy of the invoice is included in the parcel (see last rule).

In invoicing the second-halves of notes of which the first-halves have already been acknowleged, the detail of number and series need not be filled in; a reference to the former invoice will be sufficient.

Despatch of Remittance.

20. When a remittance, directed by a special order of the Accountant General, is despatched, the treasury officer should at once inform the Accountant General of the fact; so also when a remittance of specie is made under standing orders. But in the case of despatch, under standing orders, of a remittance of notes, a detail of denomination and circle of issue should be sent to the Accountant General.

21. A remittance is to be charged off in the cash book when it is despatched; or, in the case of notes remitted by halves, when the first halves are despatched. The entry should state the place of destination, and especially should state whether it is a treasury, a mint, a small coin depôt or sub-depôt, or a bank.

Receipt of Remittance.

22. Immediately on the arrival of a remittance of specie, credit for the invoiced amount should be given

in the cash book, and advice (mentioning the date of credit) sent to the Accountant General, the place whence the remittance is received being entered in both cash book and advice, with the same specification as prescribed in the last rule. If the remittance be from a mint or treasury, or small coin depôt or sub-depôt, in another province, the receiving treasury officer will still send the advice to the Accountant General of his own province, by whom, after any necessary record, it will be passed on to the Accountant General of the despatching province. A copy of the receipt given to the escort officer will be sent by post on the same day to the despatching treasury.

The remittance must then be examined in detail, and a formal receipt be sent to the despatching officer after detailed examination is complete. If the examination be not complete before the despatch of the cash balance report, note should be made thereon that the remittance is not yet examined.

Rules 1 and 2 of the notification reprinted in paragraph 9 of Chapter 26 (regarding cutting coin) are applicable to these examinations.

A remittance of notes is not to be credited till the second halves are received; in this case detailed examination should involve no delay, and the formal receipt can be sent at the time of crediting the amount. The arrival of a parcel of notes or half-notes must always be acknowledged by return of post.

23. If any deficiency is found in the detailed examination, and is not immediately recovered from the potdar in charge, it is to be charged in the cash-book as an "Advance Recoverable;" and the treasury officer of the remitting treasury requested to recover the amount and credit it in his own treasury.

No time should be lost in examining a specie remittance, both in order to set the potdar at liberty (and so reduce the cost of remittance), and also in order that any deficiency may be recovered from the remitting treasurer.

Additional Rules for Remittances by Railway.

Loading.

24. When Government treasure is loaded for despatch by rail, the doors on one side of the wagons should, if

possible, be secured from the inside, and all doors openable from the outside should be secured by good padlocks.

It is the duty of the remitting treasury or currency officer to supply the padlocks, and there should be a sufficient stock in a treasury whence frequent remittances are sent by rail. The treasury officer should also take the receipt of the escort officer for the padlocks and see that they are returned.

25. The treasury (or currency) officer will superintend, personally or by substitute, the loading of the vans, jointly with the police officer who is to travel in charge, and will hand to him a paper of instructions (see annexure to this chapter) and as many blank receipts as there will be reliefs; for these documents he will take a receipt.

Strength of Escort.

26. The escort, accompanying the treasure to the station and protecting the loading, should be of the strength which may be fixed by the Local Government for the escort of such a sum by road or for the special purpose, and a new one of corresponding strength should meet the treasure at the station of delivery. During the railway journey it should be protected by a guard of reduced strength accommodated in an adjoining brake-van, if the remittance is carried by goods train, or in the end compartment of the carriage next adjoining the treasure-van; neither door of the guard's carriage should be locked. The strength of this escort also should be fixed by the Local Government; there should never be less than a petty officer with two men, and, when the treasure is loaded in more than one wagon, the scale should allow two men to each. When a wagon containing treasure is detached from the train by reason of heated axles or for other cause, the station master, or the guard in charge of the train, will warn the police-guard in charge of the treasure in order that the necessary arrangements may be made to guard the treasure.

Reliefs.

27. As the rules for the guidance of the guard, hereto appended, require the men to be constantly on duty, arrangements should be made to relieve them at convenient points, giving to each party a stage of about twelve hours. The exact length of each stage should be laid down by local orders, and, as in some cases remit-

tances are sent for long distances to other provinces, each Accountant General should communicate to any Accountant General, whose remittances are likely to pass through the area of his charge, the names of the stations of relief, the name and address of the officer to whom application should be made for provision of the guard at each, and the number of hours' notice he requires.

28. Arrangements for the relief of the guard at the points fixed under para. 27 will be made by the police department. The officer in charge when starting with the remittance will telegraph to his relieving officer the probable time of his arrival at the relief station.

Payment of Fares, &c.

29. The railway fares will be paid in cash, for which purpose the police or other officer may obtain from the treasury a sufficient amount as an advance (see Chapter 7, Rule 10), to be accounted for afterwards. A requisition should be made on the railway authorities in the following form:—

Requisition for carriage of Specie.

To the station master, *Burdwan.*

Conveyance by railway to *Delhi* is required for treasure to the value of lakhs of rupees loaded for *Delhi* and contained in wagons.

And the station master will give the guard a paper notifying that it is in charge of treasure loaded in so many wagons.

The last-named requisition must not be confounded with the notice to be sent beforehand to the railway authorities, in order that the necessary wagons may be provided.—*Vide* para. 15.

Copper Remittances.

30. A remittance of copper should be packed in bags enclosed in boxes of size similar to those prescribed for silver, and loaded in the same manner. The minimum strength for the guard should be that already laid down, but one man for each wagon will suffice if there be several wagons; in all other respects the procedure will be the same.

Note Remittances.

31. A guard travelling in charge of currency notes should have the box in the same carriage, and should sit

in the end compartment of the carriage with the box under the seat against the outer planking; if the box be too large to go under the seat, accommodation should be reserved on the terms usually charged.

Annexure.

Paper of Instructions to be given to the police officer in charge of a remittance by rail. See Rule 25.

These instructions should be printed in the vernacular languages and supplied to the officers who have to furnish guards for remittances by rail; a vernacular copy should be handed to the native officer who is in charge, if he be ignorant of English.

1. The police officer taking charge of a treasure guard travelling by rail will not see the treasure packed at the treasury, but will see the boxes weighed, and that each box is properly secured before it is transferred to the van, and that it is properly placed therein.

2. An officer relieving such a guard will see that the numbers of the wagons agree with those given in the blank receipt tendered for his signature, that the locks are firm, and that the unlocked doors of the van cannot be opened.

3. The officer in charge of such a guard should be provided with a lantern which will burn all night, and should cause a man to alight at every other stopping place and ascertain that the locks have not been tampered with. During any long stoppage one man should remain on duty by the door of the treasure wagon; if there be several such wagons, it will suffice to tell off two men who may stand one at each end of the line.

4. In case of a break-down separating a convoy, he should separate his party, attaching himself to the disabled portion.

5. On delivering the boxes at the treasury to which they are addressed, he will obtain the receipt described in the second part of paragraph 11: the form of receipt to be used by a relieving guard would run—

"Received charge, from police officer of district, of railway wagon No. , said to contain boxes, aggregating Rs. , wagon No. said to contain boxes, aggregating Rs. (*and so on*). The wagons were duly locked, and one key for each made over;

receipts to be given by other relieving guards are also acknowledged."

The number and contents of each wagon should be detailed in case of a break-down. The receipts should be in English if the police officers are acquainted with that language: otherwise they should be in the vernacular.

Chapter 29.—Miscellaneous.

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Service Funds.

1. As stated in Chapter 2, Rule 6, treasury officers have no concern with the deductions from salary bills on account of funds, as the responsibility rests with the drawers of the bills. In the single case, however, of Annuity Fund deductions of covenanted civil servants, (Civil Pension Code, Supplement A, Rule 3), the treasury officer is responsible for seeing that the proper deduction is made.

The treasury officer will carry out any instructions he may receive from Secretaries or Examiners of Funds regarding recoveries to be made.

General Family Pension Fund.

2. Treasury officers will receive any sums tendered in cash by subscribers to the "General Family Pension Fund," and will show the amount as received on account of that fund. With the cash account will be submitted a detailed list giving the date and amount of each receipt, and the name of the person on whose behalf it is paid in.

Subscriptions to this fund are not ordinarily paid by deductions from the pay bills of subscribers, but, in cases where they are, the transaction will be recorded just as any other fund subscriptions are. Thus in Madras and Bombay the gross amount of the bill will be taken against the service head, and the amount of subscription *per contra* to credit of the fund; but in other provinces the charge will be taken net, and no record will be made in the treasury of the amounts deducted.

At whatever time in the month a bill may be paid, subscriptions deducted from it will bear interest as though they had been received on the first day of the month; accordingly, treasury officers in Madras and Bombay will be careful to record them in their detailed lists, as received on the first.

The detailed list submitted with the cash account will, of course, be a transcript of an office register.

Hindu Family Annuity Fund.

3. Subscriptions to the Hindu Family Annuity Fund will be received by treasury officers, under special instructions in each case, as provided in the next rule, and under the conditions expressed in paragraphs 3, 5, and 6 of the terms offered by Government and accepted by the Directors, which are here reprinted for easy reference.

3. The Government of India is, however, willing to receive the funds of the Hindu Family Annuity Fund in deposit, to authorize local treasuries to receive and account for subscriptions and donations to the Fund, and to grant simple interest, at the rate (at present $3\frac{3}{4}$ per cent.) allowed on Savings Banks deposits, on the balances with the Government at credit of the Fund at the end of each month. Interest will be given from the beginning of the month on all sums received into public treasuries during the month by deductions from the pay of subscribers who, being Government servants, may desire to subscribe in this way; but interest on amounts received otherwise will be calculated according to the ordinary Savings Banks rules.

5. The following paragraph should also be added to the letter of application in Form A:—

"In accordance with the condition upon which the Government of India allows certain facilities to the Fund, I have to record that I am fully aware that the Government exercises no supervision over the management of the Fund, and is in no way responsible for its solvency."

A certified copy of the letter of application containing this record must be forwarded to the Accountant General of the province in which the treasury is situate, where any subscriber desires to pay his subscriptions, before such subscriptions will be received on behalf of the Fund.

6. Instructions will also be issued by the Government to all officers concerned, to have the following note printed upon all Government pay bills and appended to all receipts given at any Government treasury and at the Bank of Bengal for money paid to such treasury or bank on account of the Fund:—

"NOTE.—The Government of India exercises no supervision over the management of the Hindu Family Annuity Fund, and is in no way responsible for its solvency."

4. On receiving from the Directors a certified copy of the letter of application of an intending subscriber, the Accountant General will see that it contains the acknowledgment demanded by paragraph 5 of the orders

quoted above, and then will give authority to the officer in charge of the treasury named to receive such contributions as the subscriber may tender in cash, or by deduction from pay if a Government servant prefer so making payment. A detailed list of the subscriptions realized (that is, in Madras and Bombay, of all subscriptions, and in other provinces, of those realized in cash only,) will be sent with the cash account in the manner prescribed in Rule 2 for the General Family Pension Fund.

When a subscriber is transferred to another district, the treasury officer of the district he is leaving should certify on his last-pay certificate the fact that he is already subscribing to the Fund.

The treasury officer has only to receive from persons named by the Accountant General such moneys as they may tender, and has nothing to say to the rate of subscription or to any claim for refund.

An important difference with regard to interest is made between subscription paid by deduction from pay bills and subscriptions paid in cash, the former being favored to the extent of a month's interest. In the certified list of subscriptions, therefore, in Madras and Bombay, care must be taken to show the two classes in separate money columns, and also to separate the two amounts in crediting the receipt (in the account current with India) for final adjustment to credit of the Fund Account.

Pay of Military Officers on leave.

5. When a military officer in civil employ embarks for leave to England from a port in a presidency other than his own, and draws pay there, the treasury officer who pays him will send to the Examiner of Fund Accounts for the presidency to which the absentee belongs, a note of the recoveries last made for the military funds, and also of the date of embarkation of the absentee or that up to which he has drawn pay. Similarly, when such an officer returning from England draws his first pay from a treasury under another presidency than his own, the treasury officer will forward to the Examiner of Fund Accounts of the returning officer's presidency a note of the amount recovered on account of funds from his first abstract, attaching thereto the separate certificate of fund payments furnished by the India Office.

6. In the case of officers of the Royal Artillery or Royal Engineers in civil employ, returning from leave in Europe, last-pay certificates signed by Messrs. Cox

and Co. will be accepted; any seeming errors should be brought to notice.

Remittance of Emigrants' savings.

7. Indian emigrants to Crown colonies are allowed to remit their savings through Government agency. In return for money lodged with the colonial treasurer, the emigrant receives a money order payable at the local treasury nearest to the residence of the payee, which he must forward at his own risk to the payee. His application will have given his own occupation, besides the names, ages, and full addresses of both himself and the payee; and the colonial Government forwards to its Emigration Agent in India a list in duplicate containing the above particulars for each money order issued since the despatch of the previous list. On receipt the Agent will hand in one copy of the list to the officer in charge of the Government treasury at his headquarters, together with the amount thereof in rupees. The officer in charge of the treasury will then forward all particulars necessary for payment of the money order to the local treasury in the interior which is nearest to the residence of the payee.

Audit Objections.

8. Objections and orders, which arise out of the examination by the Accountant General of the treasury accounts, are communicated to the treasury officer by letters, or by periodical objection statements. To these the earliest attention should be given; and, under standing orders, the treasury officer should return the objection statement within a week, or send a letter explaining the cause of delay.

The fact that some of the objections are still under reference is no reason for keeping back the statement. Such cases can be excerpted for subsequent explanation.

9. When the Accountant General checks an allowance as unauthorized, the treasury officer is bound not only to recover the amount disallowed without listening to any objection or protest, but to refuse to pay it in future till the Accountant General has been satisfied by due sanction; that no warning slip has been received by the officer retrenched, or that, being received, it has been answered, are facts with which the treasury officer has no concern. And the Accountant General must

remember that he is responsible for seeing that treasury officers carry out his instructions: the Financial Department has ruled that his "objection must prevail "absolutely and immediately, even to the recovery of "erroneous payments, over every authority under that "of the local Government; and, if the local Government "overrules an objection by the Accountant General even "temporarily," reference should be made to the Government of India.

If an officer from whom a recovery is ordered have meantime been transferred to another district, the treasury officer should, without delay, pass on the order of recovery to the other treasury.

A treasury officer must not, when a retrenchment is ordered, enter into any correspondence with either the Accountant General or the officer placed under retrenchment; it is his duty simply and promptly to carry out the orders he has received, and to leave the person aggrieved to his remedy in ordinary course.

Plus and Minus Memoranda.

10. Instructions have already been given for the submission, with the monthly accounts, of plus and minus memoranda of deposits (Chapter 14, Rule 19), and of local funds (Chapter 19, Rule 6). Similar memoranda are also required of the stock of each kind of stamps, (general, adhesive, bill, court fee, as also postage and telegraph stamps), of excise, opium and of telegraph form-books. The deductions from stock should tally with the entries in the accounts of revenue received, and the balances should be certified as agreeing with the various stock registers and accounts maintained in the treasury. Memoranda may also, with advantage, be required of the outstanding balances of permanent advances, and of any class of advances which the district officer has authority to make (*e. g.*, land improvement advances). Also of the Government securities (nominal value) deposited for custody in the treasury.

For all these the same form may be used, shewing in vertical columns—(1) Name of fund or stock, (2) Balance from last month, (3) Additions to balance this month, (4) Total, (5) Deductions from balance, (6) Balance at end of month.

With the accounts for March should be sent a detail of the Government securities deposited in the treasury, showing to which funds, institutions, &c., each belongs.

Defalcations.

11. Whenever any defalcation or loss of public money, stamps or opium, is discovered in a Government treasury, the fact should be immediately reported to the Accountant General, and, when the matter has been fully inquired into, a further and complete report should be submitted of the nature and extent of the loss, showing the errors, or neglect of rules, by which such loss was rendered possible, and the prospects of effecting a recovery.

Notices.

12. Notice should be painted up conspicuously in the office of the hour at which the treasury closes for receipt and payment of money, which should be at least an hour before the end of the day's work, in order to give time for closing and agreeing the accounts.

If any local law require that the treasury on any day be kept open till a named hour, the accounts cannot, of course, be closed till after that time, but should then be closed and agreed in the usual manner before any one leaves office.

13. Treasury officers should themselves see that the notices which they are required to exhibit, touching the encashment of currency notes, the supply of small coin and copper, and the like (Chapters 26:4, and 27:4), are really exhibited conspicuously in places which the public enters freely, and that no favouritism is shewn in the conveniences which the treasury can offer.

Circulars.

14. Circulars conveying instructions to be observed by treasury officers throughout India are prepared by the Comptroller General, and a sufficient supply forwarded to each local account office for circulation among treasuries and provincial departmental officers.

Such circulars must be treated as though they had been printed and issued by the Accountant General under instructions from the Comptroller General, but without mention of his name; local officers should address any representation to the Accountant General, who will refer, on his own account, to the Comptroller General any questions of which he is unable to dispose.

Last-Pay Certificates.

15. Forms of last-pay certificates, to be granted in certain circumstances by the treasury officer, are set

forth in the Civil Leave Code. A treasury officer must be careful not to pay salary to an officer to whom he has granted a last-pay certificate, unless the certificate is first surrendered.

The form of last-pay certificate prescribed (Form M of the Leave Code, 1876,) provides for detail of the fund deductions, although the officer preparing the bills is responsible for their correctness; but the treasury officer is responsible not only for entering in the certificate all demands against the departing officer of which he may have received notice before granting the certificate, but for passing on any, of which he may afterwards receive notice, to the treasury from which the officer will in future draw pay.

Printed Forms.

16. Printed forms of vouchers in English should be adopted as much as possible; but when, from any circumstance, a vernacular voucher is unavoidably necessary, a bilingual form should be used; a specimen, which will serve as a general guide, is given as Form 20 for deposit vouchers, and may be obtained from the local Accountant General.

On purely vernacular vouchers a brief abstract should be endorsed in English, stating the amount, the name of the payee, and the nature of the payment.

Erasures.

17. Erasures in any account, register or schedule, or in the cash book, are absolutely forbidden: if any correction be necessary, the incorrect entry should be cancelled neatly in red ink, and the correct entry interlined: the treasury officer should set his initials by each of such corrections in authentication. Special care should be taken with all vouchers and accounts showing signs of alteration; and, if such documents be frequently received from any office, the attention of the head of the office should be formally drawn to the irregularity.

Treasury Inspection.

18. All revenue treasuries will be inspected periodically by Commissioners of divisions or other superintending officers, and their observations on all matters connected with the accounts and treasury branches of revenue treasuries will be communicated to the Accountant General of the province, together with any order which, on the occasion of such inspections, they may

give to the officers in charge of the treasuries. The Accountant General will forward these reports to the Comptroller General with any remarks or suggestions which the circumstances may call for.

These orders were repeated, with reasons in support, in Government Order F. D. 1796, dated 24th July 1876.

The inspecting officer should see that the boxes in which the money is kept are in good order, that the guard is properly posted, that the treasurer is not allowed to keep too much money in his hands, that the spare stores of bill forms are kept under proper custody, that the money order accounts, deposit registers, and pension registers are all up to date, that the standing orders of the department are observed, that the circulars from the Accountant General are understood and filed to date, and, generally, that the office registers and records are in good order.

But the Accountant General may send to district officers a table of questions such as that printed on page 243, and, reducing their replies to tabular form, pass it on to the Comptroller General for such notice as he may think desirable.

19. The Accountant General may, with the approval of the local Government, either personally or by his deputy, make a general inspection of particular treasuries, or may, with the like approval, should circumstances make it desirable, depute a qualified officer of his establishment to examine and report on special matters requiring local and detailed investigation, either singly or in subordination to an officer of the local administration. In case special inspection of *several* treasuries appears desirable, the Accountant General should report the fact with his reasons to the Comptroller General, as soon as he resolves to apply for the permission of the local Government.

APPENDIX A.

List of Treasuries which issue or cash Bills or Money Orders.

NOTE.—The treasuries of Hyderabad, Deccan, and of Hyderabad, Sind, as also those of Nowgong, Bundelkhand, and of Nowgong, Assam, must always be quoted their full name so as to prevent confusion.

B.—issues and cashes bills.
Bi.—issues bills, but does not cash them, and may not be drawn on.
Bc.—cashes bills, but does not issue them.
Bp.—issues bills, but may be drawn on for public purposes only.
MO.—issues and cashes money orders.

Treasury.	Marks.	Officer on whom Bills may be drawn.
India.		
Calcutta	B. MO.	Secretary and Treasurer, Bank of Bengal.
Ajmere	B. MO.	Deputy Commissioner.
Nusseerabad Sub-division	MO.	
Bhopal (Sehore) ...	B. MO.	Political Agent.
Bushir	Bp. MO.	Political Resident.
Coorg (Mercara) ...	B. MO.	Superintendent.
Gwalior	B. MO.	Political Agent.
Hyderabad, Deccan ...	B.	Agent, Bank of Bengal.
Indore	B. MO.	Agent, Governor General.
Mhow	MO.	
Munipore	B.	Political Agent.
Muscat	Bp.	Ditto.
Nagode	B.	Political Assistant.
Nepal (Khatmandu) ...	B.	Resident.
Nowgong, Bundelkhand ...	B. MO.	Political Assistant.
Persia	B.	H. M.'s Envoy Extraordinary.
Port Blair	Bi. MO.	Superintendent.
Thuggi Department ...	Bi.	General Superintendent.
Turkish Arabia (Bagdad) ...	B.	Political Agent.
Zanzibar	Bp.	Ditto.
Central Provinces.		
Balaghat	B. MO.	Deputy Commissioner.
Betul	B. MO.	Ditto.
Bhandara	B. MO.	Ditto.
Bilaspur	B. MO.	Ditto.

Treasury.	Marks.	Officer on whom Bills may be drawn.
Central Provinces—*contd.*		
Chanda	B. MO.	Deputy Commissioner.
Sironcha Sub-divislon ...	MO.	
Chhindwára	B. MO.	Deputy Commissioner.
Damoh	B. MO.	Ditto.
Hoshangabad	B. MO.	Ditto.
Jubbulpore	B. MO.	Ditto.
Mandla	B. MO.	Ditto.
Nagpur	B. MO.	Agent, Bank of Bengal.
Narsingpur	B. MO.	Deputy Commissioner.
Nimar	B. MO.	Ditto.
Raipur	B. MO.	Ditto.
Sambalpur	B. MO.	Ditto.
Saugor	B. MO.	Ditto.
Seoni	B. MO.	Ditto.
Wardha	B. MO.	Ditto.
British Burmah.		
Akyab	B. MO.	Deputy Commissioner.
Bassein	B. MO.	Ditto.
Henzada	B. MO.	Ditto.
Moulmein	B. MO.	Agent, Bank of Bengal.
Maoobeng (Thonkwa) ...	MO.	
Mergui	B. MO.	Deputy Commissioner.
Prome	B. MO.	Ditto.
Rangoon	B. MO.	Agent, Bank of Bengal.
Ramree (Kyouk Phyoo) ...	B. MO.	Deputy Commissioner.
Sandoway	B. MO.	Ditto.
Shoa Gyeen	B. MO.	Ditto.
Tavoy	B. MO.	Ditto.
Thayetmyo	B. MO.	Ditto.
Tounghoo	B. MO.	Ditto.
Assam. (For payment of Bills at Sub-divisions, see note on page 242.)		
Cachar	B. MO.	Deputy Commissioner.
Darrang (Tezpore) ...	B. MO.	Ditto.
Garo Hills (Tura) ...	B. MO.	Ditto.
Goalpara	B. MO.	Ditto.
Dhubri Sub-division ...	MO.	
Kamrup (Gauhati) ...	B. MO.	Deputy Commissioner.
Lakhimpur (Dibrugarh) ...	B. MO.	Ditto.
Naga Hills (Samaguting) ...	B.	Ditto.

Treasury.	Marks.	Officer on whom Bills may be drawn.
Assam —*contd.*		
Nowgong, Assam ...	B. MO.	Deputy Commissioner.
Shillong	B. MO.	Ditto.
Sibsagar	B. MO.	Ditto.
Sylhet	B. MO.	Ditto.
Bengal.		
(For payment of Bills at Sub-divisions, see note on page. 242.)		
Backergunge (Burrisal) ...	B. MO.	Collector.
Balasore	B. MO.	Ditto.
Bankoora	B. MO.	Ditto.
Beerbhoom (Soory) ...	B. MO.	Ditto.
Bhagalpur.	B. MO.	Ditto.
Bogra	B. MO.	Ditto.
Burdwan	B. MO.	Ditto.
Calcutta	MO.	See under India.
Chittagong	B. MO.	Collector.
Chumparun (Motiharee) ...	B. MO.	Ditto.
Bettiah Sub-division ...	MO.	
Cooch Behar	B. MO.	Deputy Commissioner.
Cuttack	B. MO.	Collector.
Dacca	B. MO.	Agent, Bank of Bengal.
Darjeeling	B. MO.	Deputy Commissioner.
Dinagepore	B. MO.	Collector.
Durbhunga	B. MO.	Ditto.
Furreedpore	B. MO.	Ditto.
Gya	B. MO.	Ditto.
Hazaribagh	B. MO.	Deputy Commissioner.
Hooghly	B. MO.	Collector.
Serampore, Sub-division	MO.	
Howrah	MO.	
Jessore	B. MO.	Collector.
Jalpaiguri	B. MO.	Deputy Commissioner.
Lohardugga (Ranchee) ...	B. MO.	Ditto.
Maldah	B. MO.	Collector.
Manbhoom (Purulia) ...	B. MO.	Deputy Commissioner.
Midnapore	B. MO.	Collector.
Monghyr	B. MO.	Ditto.
Moorshedabad (Berhampore)	B. MO.	Ditto.
Mymensingh	B. MO.	Ditto.
Noakhally (Bhullooah) ...	B. MO.	Ditto.
Nuddea (Kishnaghur) ...	B. MO.	Ditto.
Patna	B. MO.	Agent, Bank of Bengal.

Treasury.	Marks.	Officer on whom Bills may be drawn.
Bengal—*contd.*		
Pooree	B. MO.	Collector.
Pubna	B. MO.	Ditto.
Purneah	B. MO.	Ditto.
Rajshahye (Bauleah) ...	B. MO.	Ditto.
Rungpore	B. MO.	Ditto.
Sarun (Chupra) ...	B. MO.	Ditto.
Shahabad (Arrah) ...	B. MO.	Ditto.
Singhbhoom (Chybassa) ...	B. MO.	Deputy Commissioner.
Sonthal Perghs. (Doomka)...	B. MO.	Ditto.
Tipperah (Comillah) ...	B. MO.	Collector.
Brahmanberia Sub-divn.	MO.	
Tirhoot (Mozufferpore) ...	B. MO.	Collector.
24-Pergunnahs (Alipore) ...	B. MO.	Ditto.
Barrackpore Sub-divn....	MO.	
Dum-Dum do.	MO.	
North-West Provinces and Oudh,		
Agra	B. MO.	Agent, Bank of Bengal.
Allahabad	B. MO.	Ditto ditto.
Aligarh	B. MO.	Collector.
Azamgarh	B. MO.	Ditto.
Bahraich	B. MO.	Deputy Commissioner.
Banda	B. MO.	Collector.
Barabanki	B. MO.	Deputy Commissioner.
Bareilly	B. MO.	Collector.
Basti	B. MO.	Ditto.
Benares	B. MO.	Agent, Bank of Bengal.
Bijnor	B. MO.	Collector.
Budaun	B. MO.	Ditto.
Bulandshahr	B. MO.	Ditto.
Cawnpore	B. MO.	Agent, Bank of Bengal.
Dehra Dun	B. MO.	Superintendent.
Chakrata Sub-division...	B. MO.	Officer in charge.
Etah	B. MO.	Deputy Collector.
Etawah	B. MO.	Collector.
Farukhabad	B. MO.	Ditto.
Fatehpur	B. MO.	Ditto.
Fyzabad	B. MO.	Deputy Commissioner.
Ghazipur	B. MO.	Collector.
Gonda	B. MO.	Deputy Commissioner.
Gorakhpur	B. MO.	Collector.
Hamirpur	B. MO.	Ditto.

Treasury.	Marks.	Officer on whom Bills may be drawn.
North-West Provinces and Oudh —*contd.*		
Hardoi	B. MO.	Deputy Commissioner.
Jalaun	B. MO.	Ditto.
Jaunpur	B. MO.	Collector.
Jhansi	B. MO.	Deputy Commissioner.
Kheri (Mahamdi) ...	B. MO.	Ditto.
Kumaun (Almora) ...	B. MO.	Senior Assistant Commr.
Naini Tal Sub-division	Bc. MO.	Joint Assistant Commr.
Ranikhet Sub-division...	Bc. MO.	Treasurer's Agent.
Lalitpur (Chanderi) ...	B. MO.	Deputy Commissioner.
Lucknow	B. MO.	Agent, Bank of Bengal.
Mainpuri	B. MO.	Collector.
Meerut	B. MO.	Ditto.
Mirzapur	B. MO.	Agent, Bank of Bengal.
Moradabad	B. MO.	Collector.
Muttra	B. MO.	Ditto.
Muzaffarnagar	B. MO.	Ditto.
Partabgarh	B. MO.	Deputy Commissioner.
Rae Bareli	B. MO.	Ditto.
Roorkee	B. MO.	Officer in charge.
Saharanpur	B. MO.	Collector.
Shahjahanpur	B. MO.	Ditto.
Sitapur	B. MO.	Deputy Commissioner.
Sultanpur	B. MO.	Ditto.
Unao	B. MO.	Ditto.
Punjab.		
Amritsar	B. MO.	Agent, Bank of Bengal.
Bannu (Edwardesabad) ...	B. MO.	Deputy Commissioner.
Dera Ghazi Khan ...	B. MO.	Ditto.
Dera Ismail Khan ..	B. MO.	Ditto.
Delhi	B. MO.	Agent, Bank of Bengal.
Ferozepore	B. MO.	Deputy Commissioner.
Gujranwala	B. MO.	Ditto.
Gujrat	B. MO.	Ditto.
Gurdaspur	B. MO.	Ditto.
Dalhousie Sub-division	* MO.	
Gurgaon	B. MO.	Deputy Commissioner.
Hissar	B. MO.	Ditto.

* A bill drawn on the district treasury may be made payable at this Sub-division by being forwarded, unreceipted, to the treasury officer of the district, with a request that it may be so endorsed for payment and forwarded to the payee, whose address must be given. If it has been granted for private purposes, the treasury officer will forward it service bearing; if for public purposes, free.

Treasury.	Marks.	Officer on whom Bills may be drawn.
Punjab —*contd.*		
Hoshiarpur	B. MO.	Deputy Commissioner.
Hazara (Abbottabad) ...	B. MO.	Ditto.
Jhang	B. MO.	Ditto.
Jhelum	B. MO.	Ditto.
Jullundur	B. MO.	Ditto.
Kangra (Dharmsala) ...	B. MO.	Ditto.
Kohat	B. MO.	Ditto.
Karnal	B. MO.	Ditto.
Lahore	B. MO.	Agent, Bank of Bengal.
Ludhiana	B. MO.	Deputy Commissioner.
Mooltan	B. MO.	Ditto.
Montgomery Sub-divn.	B. MO.	Ditto.
Muzaffargarh	B. MO.	Ditto.
Peshawar	B. MO.	Ditto.
Mardan Sub-division ...	* MO.	
Naoshera Sub-division...	*	
Rawalpindi	B. MO.	Deputy Commissioner.
Murree Sub-division ...	Bc. MO.	Officer in charge.
Attock Sub-division ...	*	
Rohtak	B. MO.	Deputy Commissioner.
Sialkot	B. MO.	Ditto.
Shahpur	B. MO.	Ditto.
Simla	B. MO.	Ditto.
Kasauli Sub-division ...	Bc. MO.	Officer in charge.
Umballa	B. MO.	Deputy Commissioner.

* A bill drawn on the district treasury may be made payable at these sub-divisions by being forwarded, unreceipted, to the treasury officer of the district, with a request that it may be so endorsed for payment and forwarded to the payee, whose address must be given. If it has been granted for private purposes, the treasury officer will forward it service bearing; if for public purposes, free.

Madras.		
Bangalore	Bp.	Depy. Accountant General.
Bellary	B. MO.	Agent, Bank of Madras.
,, (Ramanandroog) ...	MO.	
,, (Anantapore) ...	MO	
,, (Ghooty) ...	MO.	
,, (Pennacondah) ...	MO.	
Chingleput	MO.	
,, (Conjeveram) ...	MO.	
,, (Sydapet) ...	Bp. MO.	Collector.
Coimbatore	Bp. MO.	Ditto.
,, (Bhowany) ...	MO.	
,, (Erode) ...	MO.	
Cuddapah	B. MO.	Collector.

Treasury.	Marks.	Officer on whom Bills may be drawn.
Madras —*contd.*		
Cuddapah (Madanapully) ...	MO.	
„ (Proddatur) ...	MO.	
Ganjam (Berhampore) ...	B. MO.	Agent, Bank of Madras.
„ (Chicacole) ...	MO.	
Godavery (Cocanada) ...	B. MO.	Agent, Bank of Madras.
„ (Ellore) ...	MO.	
„ (Nursapore) ...	MO.	
„ (Rajamundry) ...	MO.	
Kistna (Bezwada) ...	MO.	
„ (Guntoor) ...	MO.	
„ (Masulipatam) ..	B. MO.	Collector.
Kurnool	B. MO.	Ditto.
„ (Cumbum) ...	MO.	
„ (Koilakuntla) ...	MO.	
„ (Nundial) ...	MO.	
Madras	B. MO.	Secretary and Treasurer, Bank of Madras.
	Bi.	Collector.
Madura	B. MO.	Ditto.
„ (Dindigul) ...	MO.	
„ (Palany) ...	MO.	
„ (Paumben ...	MO.	
„ (Periakolum) ...	MO.	
„ (Ramnad) ...	MO.	
Malabar (Badagara) ...	MO.	
„ (Calicut) ...	B. MO.	Agent, Bank of Madras.
„ (Cannanore) ...	MO.	
„ (Cochin) ...	MO.	
„ (Manantoddy) ...	MO.	
„ (Paulghat) ...	MO.	
„ (Ponany) ...	MO.	
„ (Tellicherry) ...	MO.	
Neilgherries (Ootacamund)	Bp. MO.	Agent, Bank of Madras.
„ (Coonoor) ...	MO.	
Nellore	B. MO.	Collector.
„ (Ongole) ...	MO.	
North Arcot (Chittoor) ...	B. MO.	Collector.
„ (Palmanair) ...	MO.	
„ (Vellore) ...	MO.	
Salem	B. MO.	Collector.
„ (Yercand) ...	MO.	
„ (Ahtoor) ...	MO.	
„ (Oosoor) ...	MO.	
„ (Tripatore) ...	MO.	
South Arcot (Chellumbrum)	MO.	
„ (Cuddalore) ...	B. MO.	Collector.

Treasury.	Marks.	Officer on whom Bills may be drawn.
Madras —*contd.*		
South Arcot (Tindevanum)	MO.	
„ (Villapoorum)	MO.	
„ (Virdachellum)	MO.	
South Canara (Mangalore)	B. MO.	Agent, Bank of Madras.
„ (Udipy) ...	MO.	
Tanjore	B. MO.	Collector.
„ (Combaconum) ...	MO.	
„ (Mannargudi) ...	MO.	
„ (Mayaveram) ...	MO.	
„ (Negapatam) ...	MO.	
„ (Tranquebar) ...	MO.	
Tinnevelly (Palamcottah) ...	B. MO.	Collector.
„ (Tuticorin) ..	MO.	
Travancore (Trevandrum)...	B. MO.	Resident.
Trichinopoly	B. MO.	Collector.
Vizagapatam	B. MO.	Ditto.
„ (Bimlipatam) ...	MO.	
„ (Koraput) .	MO.	
„ (Parvatipore) ...	MO.	
„ (Vizianagram)	MO.	
Bombay.		
Aden	Bp. MO.	Political Resident.
Ahmedabad	B. MO.	Agent, Bank of Bombay.
Ahmednagar	B. MO.	Collector.
Alibág	MO.	
Baroda	Bp. MO.	Political Resident.
Belgaum	B. MO.	Collector.
Bombay	B. MO.	Secretary and Treasurer, Bank of Bombay.
Broach	B. MO.	Agent, Bank of Bombay.
Colaba	Bi.	Collector.
Cutch (Bhuj)	Bp. MO.	Political Agent.
Dharwar	B. MO.	Agent, Bank of Bombay.
Hyderabad, Sind ...	B. MO.	Collector.
Kaira	B. MO.	Ditto.
Kaladgi	B. MO.	Ditto.
Kanara	B. MO.	Ditto.
Kattywar (Rajcote) ...	Bp.	Political Agent.
Khandesh (Dhulia) ...	B. MO.	Collector.
Kolhapur	MO.	
Kurrachee	B. MO.	Agent, Bank of Bombay.
Mahableshwar	MO.	
Nasik	B. MO.	Collector.

Treasury.	Marks.	Officer on whom Bills may be drawn.
Bombay— *contd.*		
Poona	B. MO.	Agent, Bank of Bombay.
Ratnagiri	B. MO.	Collector.
Satára	B. MO.	Ditto.
Sawant Wari	MO.	
Shikarpur	B. MO.	Collector.
Sholapur	B. MO.	Ditto.
Surat	B. MO.	Ditto.
Tanna	B. MO.	Ditto.
Berar.*		
Hyderabad Assigned Districts—		
Akola	MO.	
Amraoti	MO.	
Basim	MO.	
Buldana	MO.	
Ellichpur	MO.	
Wun (Yeotmoll) ...	MO.	
Hyderabad, Deccan—		
Hyderabad (Chudderghat)	MO.	See under India.
Bolarum	MO.	
Mysore.*		
Bangalore	MO.	See under Madras.
Chikmagalur	MO.	
Chitaldroog	MO.	
Hassan	MO.	
Kolar	MO.	
Mysore	MO.	
Shimoga	MO.	
Sucklaspore	MO.	
Tumkur	MO.	

* No bills can be drawn on any treasury in Berar or Mysore; should it be necessary to make any remittances on public service, transfer receipts may be granted on the Hyderabad, Deccan (under India), or Bangalore (under Madras), in favor of the district officers, to whom the amounts are to be remitted. Similarly, a district officer in Berar or Mysore, having occasion to make a remittance on public service to any British district, must obtain a transfer receipt from the Hyderabad or Bangalore treasury.

Sub-divisions in Bengal and Assam.

In most Bengal and Assam districts are several sub-divisional treasuries at which the officer in charge of the head-quarters treasury may be able to make a bill payable on the holder's application: a list is annexed. But it must be understood that the holder of a bill cannot demand such convenience, and that it will not be afforded if loss or inconvenience is likely thereby to be caused to the ordinary business of the State. In case of loss of a bill so enfaced, delay is likely to occur in payment of a duplicate.

District.	Sub-divisional Treasure chest.	District.	Sub-divisional Treasure chest.
Backergunge ...	Perozepore.	Monghyr ...	Jamoocee.
	Dowlut Khan.		Begooserai.
	Patuakhally.	Moorshedabad ...	Jungypore.
Balasore ...	Bhuddruck.		Rampore Haut.
Bhagulpur ...	Banka.	Mymensingh ...	Jamalpur.
	Muddehpoora.		Atia.
	Soopole.		Kishorganj.
Burdwan ..	Cutwa.	Nuddea ...	Kooshtea.
	Culna.		Meherpore.
	Boodbood.		Chooadangah.
	Raneegunge.		Bongong.
	Jehanabad.		Ranaghat.
Chittagong ...	Cox's Bazar.	Patna ...	Behar.
Chumparun ...	Bettiah.		Barrh.
Cuttack ...	Kendraparah.	Pooree ...	Khoordah.
	Jajpore.	Pubna ...	Serajgunge.
Dacca ...	Manickgunge.	Purneah ...	Kishengunge.
	Moonsheegunge.		Arrareah.
Darrang ...	Mangaldai.	Rajshahye ...	Nattore.
Durbhunga ...	Mudhoobunnee.	Rungpore ...	Bhowanigunge.
	Tajpore.	Sarun ...	Sewan.
Furreedpore ...	Goalundo.	Sibsagur ...	Golaghat.
	Madareepore.	Shahabad ...	Buxar.
Goalpara ...	Dhubri.		Sasseram.
Gya ...	Nowada.		Bhubooah.
	Aurungabad.	Shillong (Kasia Hills) ...	Jowai.
	Jehanabad.	Sonthal Pergunnahs ...	Rajmehal.
Hooghly ...	Serampore.		Deoghur.
Jessore ...	Magoora.		Godda.
	Khoolna.	Tipperah ...	Brahmanbaria.
	Narail.	Tirhoot ...	Hajipore.
	Jhenida.		Mudhoobunnee.
	Bagirhat.		Seetamurhee.
Jalpaiguri ...	Buxa.	24-Pergunnahs ...	Baraset.
Kamrup ...	Barpeta.		Barripore.
Lohardugga ...	Palamow.		Busseerhat.
Lakhimpur ...	N. Lakhimpur.		Diamond Harbour.
Manbhoom ...	Gobindpore.		Satkhira.
Midnapore ...	Ghattal.		Dum-Dum.
	Tumlook.		Barrackpore.
	Contai.		

APPENDIX B.

Questions for Treasury Inspections.

PROCEDURE—

1. Are printed forms (*chalans*) available readily to persons having to pay money into the treasury?
2. Is money ever received without one?
3. Are payments made *before* a formal order is obtained from the treasury officer?
4. Are they at once noted in the cash book?
5. Are standing orders transgressed by the maintenance of a second set of accounts in the vernacular?

The treasurer's account of *cash* transactions is not a second account.

6. Is every payment made on the authority of a letter of credit noted thereon at the time of payment?
7. Is the daily balance sheet *fully* agreed with the accounts and the treasurer's cash book before the establishment leaves office each evening?
8. Does the treasury officer see that the cash balance shewn against each tahsil agrees with that admitted by the tahsildar on the last returns embodied?
9. Are remittances between tahsil and district treasuries watched by means of the daily balance sheet?
10. Are returns for the account office written up day by day?
11. How are vouchers stored between the date of payment and transmission to the account office?
12. Do officers in charge of tahsil, taluq, or sub-divisional treasuries send a monthly certificate of personal verification of their balances?
13. Are the balances at such treasuries verified during the tours of district and inspecting officers?
14. Is the balance in the chief treasury verified every month by the Collector?

PENSIONS—

15. Is there a register kept of the permanent orders payable at the treasury?
16. Is the file of permanent orders complete according to that register?
17. Is it accessible to strangers? to any one but the treasury officer?
18. Are the orders in good condition?
19. Are all payments noted on them?
20. Are any over-full of notes of payment?
21. Are any improperly detained, new payment of pension having been more than six months due?
22. Does the treasury officer regularly check the pensioner's marks with the original order before paying him?
23. In case of pensioners permanently exempted from personal attendance, is proof every year obtained of their continued existence (*Pension Code*, 82 *b*) and recorded?

INTEREST—

24. Is a register kept of Government paper on which interest has been made payable at the treasury?

DEPOSITS—

25. Are new receipt registers opened every year?
26. Does the treasury officer initial each deposit in the receipt register?
27. Does he ever question the admissibility of a deposit?
28. Is the order for repayment passed without previous reference to the receipt register?
29. Is each repayment entered in the receipt register at the time of payment, and initialled by the treasury officer?
30. What personal ledgers are kept?
31. Is there a periodical agreement of the balance at credit of a municipality, as certified by the Accountant General, and that claimed by the municipality?
32. Is a formal acknowledgment of the correctness of the balance certified by the Accountant General, periodically passed by the municipal committee?

BILLS—

33. Where are spare stores of bill forms kept?
34. Under whose key?
35. By what precautions maintained in order?
36. Is the numeral series of each class unbroken?
37. Are the books of forms required for the day's use issued in the morning?
38. And are they checked by the treasury officer on return in the evening?
39. Are issue registers ruled, paged, and initialled by the treasury officer before the year begins?
40. Is rule and clause, or Accountant General's letter, giving authority for issue of each bill, noted in the issue register?
41. Are the counterfoils of bills issued initialled by the treasury officer?
42. Do they agree with entries in the issue register on the experience of a few taken at random?
43. Are the issues of duplicates noted in the issue register?

Note that the counterfoils of duplicate of bills will make it easy to test the observance of rule in this matter.

44. Are the cross checks given in paragraph 12 of the bill rules (chapter 15) understood and applied?
45. Where are files of original advices of bills drawn on the treasury kept?
46. Are those from each treasury laid together in order of date?
47. Is the check register of bills payable written up daily from the advices received?
48. Does the treasury officer ever check the entries by the original advices?
49. Is the column of amount totalled as soon as each page is filled, and the total carried forward?

50. When bills are presented for payment, are they checked with the check register of bills payable?
51. Are the date and amount of payment entered in the check register?
52. Is it also marked off in the original advice?
53. Are paid bills numbered in order of payment and attached to the paid bills schedule for transmission to the account office?
54. In old check registers of bills payable are lapses marked off?

MONEY ORDERS—

55. Where are the spare forms of money orders kept?
56. In whose charge?
57. Is the series complete?
58. Where are advices of money orders payable kept?
59. How arranged?
60. Who can get access to them?
61. Where is the dating stamp? Are all its movable letters and figures forthcoming?
62. Are funds for money order uses kept in a separate bag still, or are the gross receipts and the gross payments carried to the cash book daily?
63. How are these receipts and payments recorded in the treasurer's cash book?

PUBLIC WORKS DEPARTMENT—

64. Is every credit order charged off on due date and credited in the Executive Engineer's pass book?
65. Is it (*improperly*) charged off also in the treasurer's cash book?
66. Is anything credited in the Public Works pass book but the amounts of credit orders issued by the Accountant General?
67. Is the original pass book with the Executive Engineer?
68. How often does he send it to be written up?
69. Is the treasury duplicate kept up to date?
70. Is it laid before the treasury officer before any new cheque is passed for payment?
71. When are cheques paid at tahsil or sub-divisional treasuries posted in it?

CASH—

72. What is the amount under double locks?
73. What is the amount in the treasurer's hands?
74. Are the different kinds of coin kept apart?
75. Is each kind kept in bags of uniform size?
76. Is there any bag or store of coin in the treasury kept apart from the general balance?
77. Is there any money or valuable placed in the treasury for safe custody by private persons or other departments?
78. Does the amount of cash in the treasury, including currency notes, agree with the balance as shown in the last entry in the cash balance book?

79. Does the cash balance book show correctly its distribution between treasure under single and under double locks?
80. Are pains taken to empty the treasure chests in the same order as they were filled?
81. Has each chest a memorandum of its contents altered and initialled by the treasury officer when money is put in or taken out?
82. What uncurrent coin is there in the treasury?
83. Under what orders received?
84. How is silver coin cut under the Coinage Act held?
85. Have any $\frac{1}{8}$ or $\frac{1}{4}$ rupees been cut as light?
86. Where is the set of minimum weights and test scales?
87. In what condition are the scales?
88. Are there minimum weights for sovereigns and half sovereigns as well as rupees and half rupees?
89. Are rupees supposed to be light tested by those scales before being cut?
90. Is small silver readily obtainable on application?
91. Are requisitions for copper coin ever received from tahsils?
92. Are they promptly answered?
93. Is the supply of copper at each tahsil ample to meet all demands?
94. Is Government copper coin freely taken without limit of amount?
95. Is it freely issued to all applicants seeking it in exchange for silver or in payment of claims against Government?
96. What record is kept of the copper so received and issued at the head-quarter and subordinate treasuries?
97. How much uncurrent and defaced copper coin is there on hand?
98. Is it kept so apart from the current copper that it cannot be issued by mistake?
99. Is it broken or so defaced that it could never pass again?

CURRENCY—

100. Are notes of foreign circles freely taken when tendered in payment of Government demands?

Note that payment for supply bills on other treasuries is not payment of Government demands.

101. Is the placard in English and the vernacular (touching encashment of notes) exhibited in a conspicuous place when the balances allow such encashment?
102. Are currency notes of the home circle arranged in bundles according to their denominations?
103. Are they placed in order of receipt?
104. Are they regularly re-issued in the order of their receipt?
105. Is the prohibition to demand the name of the payer or receiver of notes obeyed?
106. Is the note register punctually kept up?
107. Is it in English or in vernacular?
108. Does it separate the different denominations of notes?
109. Does it separate notes of the home circle from those of foreign circles?

110. Are the notes of foreign circles kept apart but in bundles and with care in arrangement similar to that observed for home notes?
111. Are they ever re-issued without special application from the person receiving them?

STAMPS—

112. Is the store account of stamps kept regularly up to date?
113. What stock is left with the treasurer or official stamp vendor?
114. What is under the treasury officer's charge?
115. When was stock last actually taken?
116. By whom?
117. Was it found to agree with the balances in the registers?
118. Describe fully the charges paid from the treasury for the sale of stamps.

EXCISE OPIUM—

119 to 125. The questions are the same as those regarding stamps, 112 to 118.

TREASURY FURNITURE—

126. How many spare Chubb's locks are there in store?
127. What is their condition?
128. Who keeps their keys?
129. What is the state of the treasure boxes?
130. Are they of uniform size?
131. Have those in use Chubb's locks?

MISCELLANEOUS—

132. What record is kept of the Accountant General's orders of retrenchment?
133. In whose custody is it?
134. Is reference made to it before new pay is issued?
135. Is the circular file of the account office complete?
136. Is it accessible?
137. Does the treasury officer take pains to see that important new circulars are understood?
138. Are the office registers and records in good order?

TREASURER—

139. What security does the treasurer give?
140. Where is the bond kept?
141. When was it last tested?
142. What amount is ordinarily left in the treasurer's hands?
143. Who appoints *tahvildars*, shroffs, or cash-keepers at sub-treasuries?
144. And on what security?

ESTABLISHMENT—

145. Are receipts taken in a register for all pay and allowances issued?
146. Is a stamped receipt required whenever the amount exceeds Rs. 20?
147. Have service books been prepared for the whole establishment?
148. Are they kept up to date?

EUROPEAN MONEY

Showing the equivalents in Indian Currency of the

THE PARTICULAR SCHEDULE TO BE FOLLOWED WILL

Amount of Order.	Schedule 7. Exchange rate at 1s. 10 3/4d. per Rupee.	Schedule 8. Exchange rate at 1s. 10 1/2d. per Rupee.	Schedule 9. Exchange rate at 1s. 10d. per Rupee.	Schedule 10. Exchange rate at 1s. 9 3/4d. per Rupee.	Schedule 11. Exchange rate at 1s. 9 1/2d. per Rupee.	Schedule 12. Exchange rate at 1s. 9 1/4d. per Rupee.
£. s. d.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
1 0 0	10 10 9	10 12 6	10 14 6	11 0 6	11 2 6	11 4 9
2 0 0	21 5 3	21 9 3	21 13 0	22 1 0	22 5 3	22 9 6
3 0 0	32 0 0	32 5 9	32 11 9	33 1 9	33 7 9	33 14 0
4 0 0	42 10 9	43 2 3	43 10 3	44 2 3	44 10 6	45 2 9
5 0 0	53 5 3	53 15 0	54 8 9	55 2 9	55 13 0	56 7 6
6 0 0	64 0 0	64 11 6	65 7 3	66 3 3	66 15 6	67 12 3
7 0 0	74 10 9	75 8 0	76 5 9	77 3 9	78 2 3	79 1 0
8 0 0	85 5 3	86 4 9	87 4 3	88 4 6	89 4 9	90 5 9
9 0 0	96 0 0	97 1 3	98 3 0	99 5 0	100 7 6	101 10 3
10 0 0	106 10 9	107 13 9	109 1 6	110 5 6	111 10 0	112 15 0
1 0	0 8 6	0 8 9	0 8 9	0 8 9	0 9 0	0 9 0
2 0	1 1 0	1 1 3	1 1 6	1 1 9	1 1 9	1 2 0
3 0	1 9 6	1 10 0	1 10 3	1 10 6	1 10 9	1 11 0
4 0	2 2 3	2 2 6	2 3 0	2 3 3	2 3 9	2 4 3
5 0	2 10 9	2 11 3	2 11 9	2 12 3	2 12 9	2 13 3
6 0	3 3 3	3 3 9	3 4 3	3 5 0	3 5 6	3 6 3
7 0	3 11 9	3 12 6	3 13 0	3 13 9	3 14 6	3 15 3
8 0	4 4 3	4 5 0	4 5 9	4 6 6	4 7 6	4 8 3
9 0	4 12 9	4 13 9	4 14 6	4 15 6	5 0 3	5 1 3
10 0	5 5 3	5 6 3	5 7 3	5 8 3	5 9 3	5 10 3
11 0	5 13 9	5 15 0	6 0 0	6 1 0	6 2 3	6 3 6
12 0	6 6 6	6 7 6	6 8 9	6 10 0	6 11 3	6 12 6
13 0	6 15 0	7 0 3	7 1 6	7 2 9	7 4 0	7 5 6
14 0	7 7 6	7 8 9	7 10 3	7 11 6	7 13 0	7 14 6
15 0	8 0 0	8 1 6	8 3 0	8 4 6	8 6 0	8 7 6
16 0	8 8 6	8 10 0	8 11 9	8 13 3	8 15 0	9 0 6
17 0	9 1 0	9 2 9	9 4 3	9 6 0	9 7 9	9 9 6
18 0	9 9 6	9 11 3	9 13 0	9 15 0	10 0 9	10 2 9
19 0	10 2 3	10 4 0	10 5 9	10 7 9	10 9 9	10 11 9
1	0 0 9	0 0 9	0 0 9	0 0 9	0 0 9	0 0 9
2	0 1 6	0 1 6	0 1 6	0 1 6	0 1 6	0 1 6
3	0 2 3	0 2 3	0 2 3	0 2 3	0 2 3	0 2 3
4	0 2 9	0 3 0	0 3 0	0 3 0	0 3 0	0 3 0
5	0 3 6	0 3 6	0 3 9	0 3 9	0 3 9	0 3 9
6	0 4 3	0 4 3	0 4 3	0 4 6	0 4 6	0 4 6
7	0 5 0	0 5 0	0 5 0	0 5 3	0 5 3	0 5 3
8	0 5 9	0 5 9	0 5 9	0 6 0	0 6 0	0 6 0
9	0 6 6	0 6 6	0 6 6	0 6 6	0 6 9	0 6 9
10	0 7 0	0 7 3	0 7 3	0 7 3	0 7 6	0 7 6
11	0 7 9	0 8 0	0 8 0	0 8 0	0 8 3	0 8 3

DIX C.

ORDER TARIFF

sterling amounts for which Money Orders are drawn.

BE NOTIFIED FROM TIME TO TIME.

Schedule 13. Exchange rate at 1s. 9d. per Rupee.	Schedule 14. Exchange rate at 1s. 8¾d. per Rupee.	Schedule 15. Exchange rate at 1s. 8½d. per Rupee.	Schedule 16. Exchange rate at 1s. 8¼d. per Rupee.	Schedule 17. Exchange rate at 1s. 8d. per Rupee.	Schedule 18. Exchange rate at 1s. 7¾d. per Rupee.	Schedule 19. Exchange rate at 1s. 7½d. per Rupee.
Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
11 6 9	11 9 0	11 11 3	11 13 9	12 0 0	12 2 6	12 5 0
22 13 9	23 2 0	23 6 9	23 11 3	24 0 0	24 4 9	24 9 9
34 4 6	34 11 3	35 2 0	35 9 0	36 0 0	36 7 3	36 14 9
45 11 6	46 4 3	46 13 3	47 6 6	48 0 0	48 9 9	49 3 9
57 2 3	57 13 3	58 8 6	59 4 3	60 0 0	60 12 3	61 8 9
68 9 3	69 6 3	70 4 0	71 1 9	72 0 0	72 14 6	73 13 6
80 0 0	80 15 6	81 15 3	82 15 6	84 0 0	85 1 0	86 2 6
91 6 9	92 8 6	93 10 6	94 13 0	96 0 0	97 3 6	98 7 6
102 13 9	104 1 6	105 5 9	106 10 9	108 0 0	109 6 0	110 12 3
114 4 6	115 10 6	117 1 3	118 8 3	120 0 0	121 8 3	123 1 3
0 9 3	0 9 3	0 9 3	0 9 6	0 9 6	0 9 9	0 9 9
1 2 3	1 2 6	1 2 9	1 3 0	1 3 3	1 3 6	1 3 9
1 11 6	1 11 9	1 12 0	1 12 6	1 12 9	1 13 3	1 13 6
2 4 6	2 5 0	2 5 6	2 6 0	2 6 6	2 7 0	2 7 6
2 13 9	2 14 3	2 14 9	2 15 6	3 0 0	3 0 6	3 1 3
3 6 9	3 7 6	3 8 3	3 9 0	3 9 6	3 10 3	3 11 0
4 0 0	4 0 9	4 1 6	4 2 3	4 3 3	4 4 0	4 5 0
4 9 3	4 10 0	4 11 0	4 11 9	4 12 9	4 13 9	4 14 9
5 2 3	5 3 3	5 4 3	5 5 3	5 6 6	5 7 6	5 8 6
5 11 6	5 12 6	5 13 9	5 14 9	6 0 0	6 1 3	6 2 6
6 4 6	6 5 9	6 7 0	6 8 3	6 9 6	6 11 0	6 12 3
6 13 9	6 15 0	7 0 6	7 1 9	7 3 3	7 4 9	7 6 3
7 6 9	7 8 3	7 9 9	7 11 3	7 12 9	7 14 3	8 0 0
8 0 0	8 1 6	8 3 0	8 4 9	8 6 6	8 8 0	8 9 9
8 9 3	8 10 9	8 12 6	8 14 3	9 0 0	9 1 9	9 3 9
9 2 3	9 4 0	9 5 9	9 7 9	9 9 6	9 11 6	9 13 6
9 11 6	9 13 3	9 15 3	10 1 3	10 3 3	10 5 3	10 7 6
10 4 6	10 6 6	10 8 6	10 10 9	10 12 9	10 15 0	11 1 3
10 13 9	10 15 9	11 2 0	11 4 3	11 6 6	11 8 9	11 11 0
0 0 9	0 0 9	0 0 9	0 0 9	0 0 9	0 0 9	0 0 9
0 1 6	0 1 6	0 1 6	0 1 6	0 1 6	0 1 6	0 1 9
0 2 3	0 2 3	0 2 3	0 2 3	0 2 6	0 2 6	0 2 6
0 3 0	0 3 0	0 3 0	0 3 3	0 3 3	0 3 3	0 3 3
0 3 9	0 3 9	0 4 0	0 4 0	0 4 0	0 4 0	0 4 0
0 4 6	0 4 9	0 4 9	0 4 9	0 4 9	0 4 9	0 5 0
0 5 3	0 5 6	0 5 6	0 5 6	0 5 6	0 5 9	0 5 9
0 6 0	0 6 3	0 6 3	0 6 3	0 6 6	0 6 6	0 6 6
0 6 9	0 7 0	0 7 0	0 7 0	0 7 3	0 7 3	0 7 6
0 7 6	0 7 9	0 7 9	0 8 0	0 8 0	0 8 0	0 8 3
0 8 3	0 8 6	0 8 6	0 8 9	0 8 9	0 9 0	0 9 0

EUROPEAN MONEY ORDER TARIFF

Showing the equivalents in Indian Currency of the sterling amounts for which Money Orders are drawn.

Amount of Order.			THE PARTICULAR SCHEDULE TO BE FOLLOWED WILL BE NOTIFIED FROM TIME TO TIME.																	
			Schedule 20.			Schedule 21.			Schedule 22.			Schedule 23.			Schedule 24.			Schedule 25.		
			Exchange rate at 1s 7½d per Rupee.			Exchange rate at 1s. 7d. per Rupee.			Exchange rate at 1s. 6¾d. per Rupee.			Exchange rate at 1s. 6½d. per Rupee.			Exchange rate at 1s. 6¼d. per Rupee.			Exchange rate at 1s. 6d. per Rupee.		
£.	s.	d.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
1	0	0	12	7	6	12	10	0	12	12	9	12	15	6	13	2	6	13	5	3
2	0	0	24	15	0	25	4	3	25	9	6	25	15	3	26	5	0	26	10	9
3	0	0	37	6	6	37	14	3	38	6	6	38	14	9	39	7	3	40	0	0
4	0	0	49	14	0	50	8	6	51	3	3	51	14	3	52	9	6	53	5	3
5	0	0	62	5	6	63	2	6	64	0	0	64	13	9	65	12	0	66	10	9
6	0	0	74	13	0	75	12	9	76	12	9	77	13	6	78	14	6	80	0	0
7	0	0	87	4	3	88	6	9	89	9	6	90	13	0	92	1	0	93	5	3
8	0	0	99	11	9	101	0	9	102	6	6	103	12	6	105	3	3	106	10	9
9	0	0	112	3	3	113	10	9	115	3	3	116	12	0	118	5	9	120	0	0
10	0	0	124	10	9	126	5	0	128	0	0	129	11	9	131	8	3	133	5	3
	1	0	0	10	0	0	10	0	0	10	3	0	10	6	0	10	6	0	10	9
	2	0	1	4	0	1	4	3	1	4	6	1	4	9	1	5	0	1	5	3
	3	0	1	14	0	1	14	3	1	14	9	1	15	3	1	15	6	2	0	0
	4	0	2	8	0	2	8	6	2	9	0	2	9	6	2	10	0	2	10	9
	5	0	3	2	0	3	2	6	3	3	3	3	4	0	3	4	6	3	5	3
	6	0	3	12	0	3	12	9	3	13	6	3	14	3	3	15	0	4	0	0
	7	0	4	5	9	4	6	9	4	7	9	4	8	9	4	9	9	4	10	9
	8	0	4	15	9	5	0	9	5	2	0	5	3	0	5	4	3	5	5	3
	9	0	5	9	9	5	11	0	5	12	3	5	13	6	5	14	9	6	0	0
	10	0	6	3	9	6	5	0	6	6	6	6	7	9	6	9	3	6	10	9
	11	0	6	13	9	6	15	3	7	0	9	7	2	3	7	3	9	7	5	3
	12	0	7	7	9	7	9	3	7	11	0	7	12	6	7	14	3	8	0	0
	13	0	8	1	9	8	3	3	8	5	0	8	7	0	8	8	9	8	10	9
	14	0	8	11	9	8	13	6	8	15	3	9	1	3	9	3	3	9	5	3
	15	0	9	5	6	9	7	6	9	9	6	9	11	9	9	13	9	10	0	0
	16	0	9	15	6	10	1	9	10	3	9	10	6	0	10	8	6	10	10	9
	17	0	10	9	6	10	11	9	10	14	0	11	0	6	11	2	9	11	5	3
	18	0	11	3	6	11	6	0	11	8	3	11	10	9	11	13	3	12	0	0
	19	0	11	13	6	12	0	0	12	2	6	12	5	3	12	8	0	12	10	9
		1	0	0	9	0	0	9	0	0	9	0	0	9	0	1	0	0	1	0
		2	0	1	9	0	1	9	0	1	9	0	1	9	0	1	9	0	1	9
		3	0	2	6	0	2	6	0	2	6	0	2	6	0	2	9	0	2	9
		4	0	3	3	0	3	3	0	3	6	0	3	6	0	3	6	0	3	6
		5	0	4	3	0	4	3	0	4	3	0	4	3	0	4	6	0	4	6
		6	0	5	0	0	5	0	0	5	0	0	5	3	0	5	3	0	5	3
		7	0	5	9	0	6	0	0	6	0	0	6	0	0	6	3	0	6	3
		8	0	6	9	0	6	9	0	6	9	0	7	0	0	7	0	0	7	0
		9	0	7	6	0	7	6	0	7	9	0	7	9	0	8	0	0	8	0
		10	0	8	3	0	8	6	0	8	6	0	8	9	0	8	9	0	9	0
		11	0	9	3	0	9	3	0	9	6	0	9	6	0	9	9	0	9	9

APPENDIX D.

Monthly Interest on District Savings Bank Deposits.

	Rupees.										
A. P.	0	1	2	3	4	5	6	7	8	9	A. P.
0 0	0	320	640	960	1,280	1,600	1,920	2,240	2,560	2,880	0 0
0 6	10	330	650	970	1,290	1,610	1,930	2,250	2,570	2,890	0 6
1 0	20	340	660	980	1,300	1,620	1,940	2,260	2,580	2,900	1 0
1 6	30	350	670	990	1,310	1,630	1,950	2,270	2,590	2,910	1 6
2 0	40	360	680	1,000	1,320	1,640	1,960	2,280	2,600	2,920	2 0
2 6	50	370	690	1,010	1,330	1,650	1,970	2,290	2,610	2,930	2 6
3 0	60	380	700	1,020	1,340	1,660	1,980	2,300	2,620	2,940	3 0
3 6	70	390	710	1,030	1,350	1,670	1,990	2,310	2,630	2,950	3 6
4 0	80	400	720	1,040	1,360	1,680	2,000	2,320	2,640	2,960	4 0
4 6	90	410	730	1,050	1,370	1,690	2,010	2,330	2,650	2,970	4 6
5 0	100	420	740	1,060	1,380	1,700	2,020	2,340	2,660	2,980	5 0
5 6	110	430	750	1,070	1,390	1,710	2,030	2,350	2,670	2,990	5 6
6 0	120	440	760	1,080	1,400	1,720	2,040	2,360	2,680	3,000	6 0
6 6	130	450	770	1,090	1,410	1,730	2,050	2,370	2,690	...	6 6
7 0	140	460	780	1,100	1,420	1,740	2,060	2,380	2,700	...	7 0
7 6	150	470	790	1,110	1,430	1,750	2,070	2,390	2,710	...	7 6
8 0	160	480	800	1,120	1,440	1,760	2,080	2,400	2,720	...	8 0
8 6	170	490	810	1,130	1,450	1,770	2,090	2,410	2,730	...	8 6
9 0	180	500	820	1,140	1,460	1,780	2,100	2,420	2,740	...	9 0
9 6	190	510	830	1,150	1,470	1,790	2,110	2,430	2,750	...	9 6
10 0	200	520	840	1,160	1,480	1,800	2,120	2,440	2,760	...	10 0
10 6	210	530	850	1,170	1,490	1,810	2,130	2,450	2,770	...	10 6
11 0	220	540	860	1,180	1,500	1,820	2,140	2,460	2,780	...	11 0
11 6	230	550	870	1,190	1,510	1,830	2,150	2,470	2,790	...	11 6
12 0	240	560	880	1,200	1,520	1,840	2,160	2,480	2,800	...	12 0
12 6	250	570	890	1,210	1,530	1,850	2,170	2,490	2,810	...	12 6
13 0	260	580	900	1,220	1,540	1,860	2,180	2,500	2,820	...	13 0
13 6	270	590	910	1,230	1,550	1,870	2,190	2,510	2,830	...	13 6
14 0	280	600	920	1,240	1,560	1,880	2,200	2,520	2,840	...	14 0
14 6	290	610	930	1,250	1,570	1,890	2,210	2,530	2,850	...	14 6
15 0	300	620	940	1,260	1,580	1,900	2,220	2,540	2,860	...	15 0
15 6	310	630	950	1,270	1,590	1,910	2,230	2,550	2,870	...	15 6
	0	1	2	3	4	5	6	7	8	9	

The interest on every even sum of ten rupees is given in the table above, the number of rupees being at the top, and the number of annas and pies at the side. For the excess of principal over even tens of rupees, add interest as follows:—

Rs. 1 10 8 ... 1 pie. | Rs. 5 0 0 ... 3 pies. | Rs. 8 5 4 ... 5 pies.
„ 3 5 4 ... 2 pies. | „ 6 10 8 ... 4 „ |

CIVIL ACCOUNT CODE.

PART III.

Treasury Account and Audit.

CIVIL ACCOUNT CODE.

PART III.

Chapter 30.—Audit: General Principles.

Object of Audit	1	Pre-audit	3
Post-audit	2	Arrangement of Subject	4

Object of Audit.

1. The duty of an auditor is shortly as follows:—

I.—As regards payments, to see—

(*a*) that the expenditure is warranted by orders of Government, special or general, and generally that it has been provided for in the annual estimates;

(*b*) that the expenditure is necessary for the public service, and not greater than the occasion demands;

(*c*) that payment has, as a fact, been made, and has been made to the proper person, and that it has been so acknowledged and recorded that a second claim against Government on the same account is impossible.

II.—As regards receipts, to see that all sums due to be received are duly paid to the proper officer and brought to credit by him. The audit of receipts, however, is in a great measure carried out by departmental officers. See Chapter 45.

Post-audit.

2. The greater part of the payments to be made by Government are made by treasury officers, either before any audit, or upon an audit of a limited character by controlling departmental officers, in the manner prescribed in Parts I and II of the Code. The payments are then reported and accounted for to the Audit Department, which will deal with them according to the rules which follow.

Pre-audit.

3. For service payments made at a presidency or chief provincial town, it is usually arranged that the vouchers shall be submitted to the Audit Department before payment, and that payment shall be made only on audited bills.

Arrangement of Subject.

4. The next chapter will contain rules regarding sanction. The subsequent ones will describe in detail the method of audit. The method is described generally as applicable to post-audit, but the differences as regards pre-audit will be stated in the chapters on presidency payments.

Chapter 31.—Sanction: Powers of Local Government.

Imperial Charges . . . 2
Provincial Charges . . . 5
If authority exceeded . . 7
Lapse of Sanction . . . 9
Budget and Sanction . . 10

1. Service payments on Government account are divided, so far as regards the sanction necessary to support them, into two great classes, imperial and provincial, the particulars of the division varying in the different provinces.

Imperial.

2. As regards imperial charges, the general rule is that, without the previous consent of the Government of India, a Local Government has no authority to sanction, even provisionally, any charges of a permanent nature; nor any charge involving a debit against next year's grant. It may sanction—

(1) Increase of charge in a fixed establishment (non-gazetted), if met by an immediate equivalent reduction of permanent charge in the same establishment, or in a similar one in the same department.

(2) Petty increases, without equivalent reduction, if there be sufficient budget provision under the same head of charge from savings of other than gazetted officers' salaries. These sanctions are to be considered strictly temporary, unless confirmed by the Government of India.

(3) Revision of establishments (subject to provincial Rules I (3), (4), (5), and last half of (6), quoted under Rule 5 of this Chapter), provided that any additional expense involved be met either by an equivalent reduction in the same department, or by a permanent reduction of fixed expense in some other department, charged to the same major head.

Provided that all alterations made under this authority be reported in quarterly statements of fresh charges.—*Financial Department No. 3489, dated 2nd October 1877.*

3. Further, the Local Government has power to write off finally the irrecoverable value of stores or public money lost by fraud or the negligence of individuals, or other cause, without reporting such losses to the Government of India, except when (1) the loss exceeds Rs. 1,000 and falls upon the reserved imperial revenues, or (2) shows some defect of system, the amendment of which requires the orders of the Government of India; in which cases report must be made to that Government.

A Local Government has also power to remit advances to cultivators which are found to be irrecoverable, reporting the amounts thus written off to the Government of India in the Department of Agriculture in quarterly statements prepared by the Accountant General.

4. A Department of the Government of India has the same power of sanctioning increase or revision of establishment as a Local Government (Rule 2); otherwise, without the consent of the Financial Department previously recorded, no order sanctioning expenditure of money is ordinarily issued by any Department of the Government of India; and if, under emergent circumstances, it be necessary to issue such an order without such previous consent, the order is immediately communicated to the Financial Department. An Accountant General will obey such an order without question, though he will at once report it to the Financial Department, in case, by some oversight, it may not have been communicated in due course.

Orders issued under Code rules, or under other regulation or well-recognized custom, or in conformity with sanctioned scale of charge (neither adding to it nor modifying it), will be issued direct to the Account Department by Secretariats of the Government of India, without communication to the Financial Department. Pensions and gratuities, however, are an exception; the orders granting them will still be sent to the Financial Department for registration and despatch to the Accountant General.

Provincial Charges.

5. As regards provincial charges, the limits of the authority of the Provincial Government are thus defined in *F. D. Resolution No. 1709, dated 22nd March 1877.*

In supersession, therefore, of all existing regulations upon the subject Governor General in Council is pleased to decide that till further orders, the following shall be the rules and conditions which apply to the administration by the Local Governments of all revenues and services surrendered to provincial uses and management:

I.—Without the previous sanction of the Government of India—

(1) No additional taxation may be imposed, and no change made in any existing system of revenue management;

(2) No new general service or duty may be undertaken: whenever a Local Government proposes to undertake any such new service or duty, it must satisfy the Government of India that it can provide the funds for it, temporarily if the service or duty is temporary, and permanently if it is permanent;

(3) No appointment may be created with a pay of more than Rs. 250 a month; and no addition may be made to the pay and allowances of any officer if they exceed, or would after the addition exceed, Rs. 250 a month;

(4) No appointment of which the pay and allowances are more than Rs. 250 a month may be abolished; and the pay and allowances of no such appointment may be reduced;

(5) No class or grade of officers may be created or abolished; and the pay of no class or grade of officers may be raised or reduced;

An addition to the strength of a class or grade is not the creation of a class or grade of officers.—(*F. D. No. 1642, dated 19th July 1878.*)

(6) The rates of discount upon the retail of stamps and court-fee labels, and the local duty on spirit and drugs, must not be altered: the Governor General in Council reserves the right of forbidding any such alterations as are likely to injure the revenues of neighbouring provinces, or prove otherwise inconvenient;

(7) No addition may be made to the pay or allowances of any individual officer, or class of officers, that may lead to increase in the emoluments of any public servants doing duty in the same province, whose pay and allowances are not charged under one of the transferred heads of service. The Government of India reserves the right to forbid alterations in rates of pay or allowances, which, in its opinion, would produce inconvenience in other provinces;

(8) No money may be removed from the public treasury for investment, or deposit elsewhere: the Government of India, which is responsible for the provision of ways and means for the public service in all departments, must always retain, as at present, in its own hands, absolute and unconditional control over all money in the public treasury: a Local Government may not withdraw such money except for expenditure upon the public service;

"No money may be removed for investment." This order applies to Local Fund balances as much as to Provincial Funds.—(Financial Department No. 2055, dated 25th July 1877).

"The principle is that no funds contributed from the public revenues or raised by general taxation, such as the District Cess Funds and the like, shall be invested without the consent of the Government of India. Thus the orders of July 1877 do not apply to Municipal or Port Funds, nor do they apply to Trust or Endowment Funds of any kinds."—(*F. D. No. 1805 of 25th July 1878.*)

(9) No alteration must be made in the form or procedure of the public accounts;

(10) No services previously rendered to other departments at the charge of the departments made over to the control of the Local Governments may be diminished, and no services previously rendered to these departments at the charge of other departments may be increased;

(11) No line of through communication may be abandoned, or allowed to fall out of repair.

II.—Returns are to be made quarterly, through the several administrative departments of the Government of India, to the Financial Department, showing every change made in the pay of any officer, every new office created, and every existing office abolished; also any unusual or extraordinary charge incurred, and any expenditure discontinued.

III.—All standing orders and rules of the Supreme Government are to be observed, including, in particular, the rules in the Codes of the Financial and Public Works Departments, travelling allowance rules, and the rules and circular orders of the Comptroller General.*

[IV and V state the obligation of the Local Government to submit returns and information, VI and VII are reproduced in Chapter 67.]

VIII.—In the management of its finances, a Local Government must never absolutely exhaust its balance in the imperial treasury: the Government of India will not accept any estimates, or allow any transactions, by a Local Government, which involve the expenditure of more money than is at its credit in the imperial treasury: it is the duty of every Accountant General to take care that this condition is never infringed, and promptly to report to the Governor General in Council any transgression of it which is not, upon his representation, immediately rectified by the Local Government addressed.

IX.—A Local Government may not lend money from the balance at its credit in the imperial treasury: the Government of India will always pay every attention to any recommendation for the loan of public money in excess of the powers which are entrusted to a Local Government by law or rule; but all loans alike must be from the imperial balances; such operations must not be mixed up with the arrangements between the Imperial and the Local Government for the collection and appropriation of the public revenues or the administration of the public services.

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* A Local Government granted free passage to England to the widow of an inspector of police, and was informed that it should have obtained the previous sanction of the Government of India.

X.—It is a general condition precedent to the delegation of all authority to disburse public money that it shall be *bonâ fide* for a public object; nothing must be carried out by means of the public funds for the advantage of any individual or body of private persons, unless in accordance with some declared or established rule or principle recognized by the Government of India. It is the duty of every audit officer, at all times, to challenge any infringement of this principle; and every Local Government must submit, for the orders of the Government of India, any representation made to it by any audit officer in accordance with this rule, which it does not promptly accept.

[XI. Annual returns, see Chapter 67.]

6. Applications for increases of salaries and other permanent charges will be first considered in the department of the Local Government concerned, but should then be forwarded to the Financial Department (of the Local Government) for sanction and for the issue of the necessary orders.

If an order be sent to the Accountant General direct from any other department, his duty is the same as in the analogous case with the Government of India; he will not refuse obedience, but will report to the Financial Department of the Local Government that such an order has been issued, and request that it may be communicated to him by the Financial Department in ordinary course.

If Local Government exceeds powers.

7. It is usually found convenient for a Local Government, before passing orders, to obtain the advice of the local Accountant General as to any particular application of financial rules or orders concerning which there may be doubt. Also, whenever an Accountant General is of opinion that any proceeding of a Local Government transgresses any such rule or order, it is his duty respectfully to advise the Local Government accordingly.

In either case, the Local Government may follow or disregard the advice of the Accountant General as may seem to it right.—*F. D. No. 3270, dated 27th December 1871.*

8. But, if the Accountant General does not finally acquiesce in the correctness of the decision of the Local Government, it is his duty respectfully to request the Local Government to submit the question for the orders of the Supreme Government. The Supreme Government

does not usually receive any communication upon such matters from an Accountant or Deputy Accountant General, except through the Local Government; but a Local Government must not withhold any such representation made by an Accountant General unless it yields thereto.—*Ibid.*

Lapse of Sanction.

9. A sanction for any charge which has not been acted on for a year must be held to have lapsed.

Orders sanctioning compensation for dearness of provisions do not lapse in consequence of not being acted on for a year.

Relation of Budget and Sanction.

10. Accountants General are authorized to admit, without reference to the limits or terms of the grants of the year, all expenditure *duly sanctioned*, whether before or after the annual grants are made. No supplementary grants need be sought to cover such expenditure; but the want of provision in the annual grants for any sanctioned expenditure should be promptly represented to the Government of India, or the Provincial Government, as the case may be. Supplementary grants will, in future, be necessary only in case the amount assigned for some contingent expenditure is found insufficient; otherwise, it will suffice to refer, in the appropriation statements, to supplementary sanctions of expenditure and to omissions of sanctioned items from the grants.

11. The effect of this arrangement is not to lessen the obligation which rests upon Local Governments and other authorities, in applying for or granting sanction to expenditure not provided for in the annual grant, to show or consider how the needful funds are to be provided; but rather to increase that responsibility by confining it to the Local Governments and the Government of India. The audit officers will henceforth be entitled to assume that the point has been fully considered before any expenditure not provided for in the estimates is sanctioned.—*F. D. No. 2784, dated 18th September 1872.*

But see Chapter 9, Rules 6 and 7.

Chapter 32.—Audit Arrangements.

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District Auditor.

1. One clerk, known as the district auditor, will be primarily responsible for the audit and adjustment of all the accounts of a district, both of service and of debt or remittance heads. The bills of gazetted officers and pensioners may with advantage be audited by separate groups, but the district auditor will be responsible for seeing that the bills or vouchers, which he transfers to these separate groups, agree with the entries in the lists of payments, that they are recovered after audit, and that any objection taken by the auditors is duly recorded in the objection book and notified to the treasury officer. Similarly, the detailed check on transfer receipts and on deposits may be entrusted to separate clerks, but the district auditor will still be responsible that the lists of receipts and payments agree with the cash account and bi-monthly lists of payments, and also, (if the arrangement is that he shall dispose of the vouchers in making over the lists of bills and of deposits paid,) that there is a voucher complete and in due form for every recorded payment, or that objection is taken and explanation demanded.

2. Accordingly, on receipt of the district cash account, the district auditor should first see that the totals of the several registers agree with the entries in the cash account, and, initialling them in token of this agreement, should pass on any with which he has no further concern to the proper department; similarly, on receipt of a list of payments, he should see first that all the vouchers are forthcoming, and then pass on those requiring the action of other sections, with any registers, under his initials to the sub-division concerned.

Advances made to a gazetted officer should be passed on for audit in the same way as gazetted officers' pay bills.

District Groups.

3. The fundamental principle of the responsibility of a single person for all the accounts of a district can, in practice, be worked in two ways,—either the establishment of the treasury audit and account department of the Accountant General's office may be broken up into groups, each charged with the accounts of a group of districts, or a single clerk may deal with all the accounts of one or more districts.

The chief advantages claimed for the two systems are, that personal responsibility is more easily enforced against a single person than against a group; but the more varied work of a group suits better with the unequal experience and intelligence of different men, affords a better training, and makes it easier to provide for the absence of men on leave, or the drafting of any for special work.

Central Audit of Survey and Inland Customs.

4. Certain classes of payments have been removed from the audit of local offices.

All vouchers for survey establishments and charges, except the Revenue Survey in Madras and Bombay, and the Demarcation and Cadastral Surveys in Bengal and Assam, are audited in the treasury branch of the Comptroller General's Office, and should accordingly be forwarded with as little delay as possible. See Chapter 59, Rule 3.

Similarly, it has been arranged that the paying treasuries shall forward direct to Calcutta vouchers of payments made for the Inland Customs Department.

Money Order and Savings Bank Audit.

5. Money order payments are audited only by the Comptroller General and the Accountants General of Bombay and Madras, to whom the lists and vouchers are forwarded direct by treasuries. See Chapters 41 and 42.

Savings Bank payments are also audited under special rules, and not by the local offices. See Chapter 44, Rule 9.

Punctuality.

6. The post-audit of service payments and the examination of debt and account-current charges must

be carried on simultaneously. No office of account can be considered free from arrear unless the establishment is ready to deal with statements rendered as soon as they arrive. When the first list of payments is received, the audit should at once commence, so that any error discovered may be notified through the objection statement to the treasury officer before the next month's payments are made. If this is delayed, the same error is again committed, the objection must again be raised, and the work is thus greatly increased.

Audit Enfacement.

7. The auditor examining a voucher or schedule will record the necessary particulars in the proper audit register (if there is one), and note on it *in ink* the detail of its adjustment, naming the amount to be taken to each detailed head in the classified abstract, in order that that abstract may be posted directly from the enfacement without new compilation. He will also in the audit enfacement explain the objection taken to any item in sufficient fulness to enable the payee to understand the cause of any disallowance from his demand. The note which serves as audit enfacement may run as follows:—

	Rs.
Charge—Sudder office establishment . . .	1,976
Tahsildars and establishments . .	2,431
Total amount of bill .	4,407
Admitted Rs. 4,364—objected to . .	43

as per details following—

	Rs.
A B acting for C D, acting allowance drawn at 50 per cent. should be 20 per cent. .	25
E F newly appointed, no medical certificate sent .	18

In the case of bills of one item only, or of bills of which every entry is separately posted in the classified abstract, it will not be necessary to re-write the details by way of enfacement in the Account Office. The object of the present order is only to secure that every voucher shall be complete and intelligible in itself, and shall formally record its adjustment so that a stranger may at a glance, without doubt or delay, see exactly what detailed entries in the classified abstract are covered by any given voucher.

Review of Audit.

8. The audit of every voucher, whether recorded in an audit register or not, must be reviewed either by a superintendent or by a gazetted officer, who, as he passes each voucher, will place a distinctive mark (either his initial or some shorter one) under the enfacement of the voucher and against the entry, if any, in the audit register. The audit of receipts, as prescribed in Chapter 45, must also be reviewed.

Each Accountant General will, by an office order, distribute the work of review among the available staff, reporting his arrangements to the Comptroller General; but it is desirable that the review of gazetted officer's audit be in the hands of a gazetted officer of some experience.

The reviewing officer should give more attention to the substantial than to the formal part of audit, and should be especially careful in reviewing the audit of variable charges. It is more important that he should see that no charges are improperly passed than merely that having been passed they are properly recorded. He must see, both that no substantial objection is omitted, and that the objections taken are really justified. He is not expected in every case to test the totalling of vouchers, or to examine the correctness of the compilation of the enfacement, though his review should be sufficient to detect any general want of care in these matters; nor need he examine a voucher against its sub-vouchers. The audit of deposits, bills, Local Fund cheques and pensions, is little more than formal; and in these cases it will be sufficient to judge of the general accuracy by detailed review of the audit of five or ten per cent. of the items.

Chapter 33.—Gazetted Officers' Audit.

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Objects to be attained.

1. In the case of an effective officer, the duty of the Audit Office, beyond testing the formal completeness of a voucher, is—

(*a*) to see that an officer is legally entitled to the pay, *i. e.*, that it is claimed, and is admissible, in respect of a post to which he has been duly appointed, and of which he is actually in charge;

Of course no claim can be admitted for service in a post not duly sanctioned, or for pay not assigned or provided for the post of employment;

(*b*) to record the payment as a check on a second claim by the same officer, and as a guide in calculating the allowances admissible in case of future leave;

(*c*) to record the employment as a check on future claims to leave and pension;

(*d*) in some cases, to record the employment in a scale register as a check on over-promotion.

2. In the case of any officer on leave, it is necessary to see that leave has been granted, that it has not been

exceeded, and that the allowance claimed is covered by the rules proper to the case; and thus, in the case of an officer on privilege leave, it is necessary to see that he has been in charge of the post whose pay he claims on such terms as to give him a right to resume charge at once.

List of Registers.

3. For these several purposes various records are provided: for (*a*) and (*b*) the audit registers (Rule 5); for (*c*) the service register (Rule 30); for (*d*) the scale register (Rule 35).

Disallowances.

4. The consideration, whether the pay drawn is *admissible*, involves disallowance of improper claims and watching the recovery of money improperly drawn; for the procedure in raising, communicating, and adjusting retrenchments, reference should be made to the chapter on objections (47).

Audit Register.

5. The audit register (Form 83) should be bound up for use in volumes of convenient thickness, each form being numbered; the number thus assigned will hereafter be spoken of as the *audit number*.

In some presidency towns the practice is adopted of handing to an officer, along with the cheque in payment of his salary, a blank form, in which he may draw his salary next month. The audit number is entered in the blank form before delivery, and thus guides the auditor at once to the proper page when he comes to audit the bill.

At Calcutta and Bombay, where many officers of other provinces embark for Europe after drawing pay once only, a second register may be provided in simpler form; the length of foolscap paper will suffice for its twelve columns, of date of payment and number of voucher, number and date of the last-pay certificate received, name, service, and appointment of officer paid, the period for which he is paid, the monthly rate, the gross amount charged, the deductions (in detail), and the net payment with initials of the Assistant to the Accountant General; a single line will suffice for each entry. The heading would be *Register of payments made to officers of other Governments embarking on leave to Europe.* In this register payments of salaries, and also advances made under Rule 20, would be entered chronologically without distinction; but an alphabetical index of names might be added, if thought convenient.

6. It is within the discretion of the Accountant General to bring all officers of all classes together in a single series, or to assign separate volumes to different classes; for instance, the register may be divided into four series, one taking all military officers in civil employ; a second, medical officers and chaplains; a third, all covenanted civilians and uncovenanted officers bearing European names; a fourth, all uncovenanted officers bearing native names. It must, however, be understood that the plan of grouping is left to discretion; the object to be attained is that the audit register shall be neither too small nor too large, and that a new clerk taking up a pay voucher shall know at sight in what volume of the register he should look for the name.

To avoid transfers of names from register to register, and consequent distribution of personal record, it may be convenient to arrange at the presidency towns that the audit of the pay of gazetted officers employed in the interior shall be entrusted to the same officer, and recorded in the same register, with that of officers at the presidency.

7. The names will be entered alphabetically, that is, either each register will proceed from A to Z for all names of the class for which it is set apart, or, if classification is not adopted, then each volume will take up a certain part of the alphabet.

Some blank sheets will be left after each initial for future entries during the currency of the register.

It may be convenient to provide a separate volume for the audit of the bills of all officers of other Administrations drawing pay, whether for leave or special duty; in this case, sheets for an alphabetical index should be provided at the commencement of the volume, but the pages should be occupied chronologically.

Opening of Register.

8. The form of register provides columns for the audit of the bills of three complete years, and the new registers should be prepared shortly before the close of such a period; the current registers should be taken up by a person of some intelligence, the names to be omitted should be struck through with a coloured pencil, and the remaining ones re-numbered according to the corrected alphabetical order. At foot of the page containing the last name of one initial should be noted the

number of leaves to be left blank after it for future entries.

All orders of unexpired force,—any leave unexpired—any transfer ordered but not effected,—must be brought forward in the new register, and should therefore be marked for the copyist's guidance by the person correcting the register.

The auditor, when he passes the last month's bill, must mark any outstanding objection and see it brought forward in the new register.

9. When the new register has been prepared by the copyist, it should be laid with the old one before a gazetted officer, who should see that the necessary particulars have been correctly transferred, and set his initials against the total salary in the first column, as authority for, and a guide to, the auditing clerk. An officer can be liable to deduction only under one head of each of the three groups of funds, and the other heads should be struck through with a pen.

After the close of each year, a red-ink line should be drawn across the space provided for note of orders, objections, transfers, and remarks, to distinguish them from those affecting payments of subsequent years.

New Names.

10. It will be remembered that no pay can be passed to a gazetted officer who has not drawn for the last month, unless either he is newly appointed to the service of Government (in which case his name will be entered, and slip issued as provided in Rule 11), or he produces a last-pay certificate signed or countersigned by the authorities at the India Office, or by the Accountant General of another province. Care must be taken, therefore, in entering new names or re-introducing old ones, that no pay is passed unless supported by a last-pay certificate (except in the case of an officer's first appointment to Government service).

When an officer takes a last-pay certificate, a new money column should be filled with 0 0 0 and signed, and the fact and the date of the grant of such a certificate should be noted in the blank space on the right-hand page. This will prevent pay being passed to him until his name again comes on the register.

Alterations of Pay, &c.

11. On receipt of every Government Gazette, the gazetted officer in charge will, with a coloured pencil, set against each notification a mark for each officer affected thereby, and the auditing clerk, after posting the entry for each name *as briefly as possible*, will mark off the pencil line, and, if necessary, fill up a new money column. In entering the order, any convenient abbreviations should be used. The gazetted officer should recheck the register with the Gazette, and, if all necessary entries have been made, initial any new money column and issue an octavo slip of warning to the officer whose salary is changed. The slip may run thus—

No.———

———————is informed that under order No.———— (Gazette, p.————) he is entitled to draw salary at the rate of———————— with effect from———————— until ———————. The details of the calculation are given below.

To facilitate work in this office, he is requested kindly to enter No: as the audit number on the top of his salary bills.

———————————187 .

Asst. to Accountant General.

An order appoints A. B. to act as judge during the absence of C. D.; a single mark only is wanted as the order affects only A. B. But, if the same order grants leave to C. D. and appoints A. B. to act for him, it has to be noted against both officers, and so two marks are necessary. In the case of any but a grade promotion, it should not be necessary in the note against A. B. to make any mention of C. D. whom he succeeds.

When an officer is placed on special duty for a limited time, the limitation should be stated in the note of the order; it can never be necessary to note that an officer is to act "till further orders," as a later order always cancels an earlier one.

12. If the rate of deductions alter for any reason, or if an officer revert without a new order to his former scale of pay, a new money column will be filled up and initialled, but no slip notice need be issued. The date above the money column will be filled in at once, only if the changed rate *necessarily* take effect from the date of the orders; if it involve any previous transfer of charge, receipt of certificate of taking charge will first be awaited.

If one item of deduction vary without alteration of salary or other deductions, correction may be made in red ink without transfer of the whole particulars to another column.

13. If the Gazette order notify a temporary grade promotion for a term already expired, it will not be necessary to fill up a new money column. The amount claimable should be named in the slip, and neatly entered in the space left blank on the right-hand page with a guide letter, which may be set also (1) in the money column temporarily affected by the order, (2) against the note of the order, and (3) in the *cage* provided for the months for which the allowance is due; on payment, the date of the voucher will be noted in the cages against the letter.

Leave and Transfer.

14. The particulars of leave and transfer also will in part be filled up from the Gazette, the first two columns in every case, then the first two under Leave, or all three under Transfer. For leave, the section of the Code covering the leave will describe its nature more accurately than any word can; the period of absence can only be filled in after return. The date of taking or resigning charge can only be entered from the report of transfer, and a vacancy in these columns will always give warning that some further information is required and must be called for.

In the case of leaves succeeding each other, as subsidiary leave and furlough, the day which reckons as the first day of each will appear in the column of *resigning* charge; and that which reckons as the last of each, in the column of taking charge: the column 'period of absence' then filled up will show whether or not the period granted has been overstayed.

In case of transfer, too, the 'joining time claimable, noted at the time of posting the order, will, by comparison with the difference between the dates, show whether, and by how much, the proper joining time has been exceeded.

Certificates of taking charge.

15. Certificates of giving and taking charge, or of going on and returning from leave, should be pasted in

a separate file in order of receipt: the record-keeper should be responsible for having them filed on the day of receipt, after seeing that they bear the initials of the auditor, and of the service-register poster, as certifying that the requisite entries have been made. This file the gazetted officer in charge should take up week by week and check by it the several registers. Such files may be destroyed at the end of the third complete year.

If space is exhausted.

16. Nine money columns are provided in the register form, and, if it should become necessary to open a tenth, audit must then be transferred to another page, the next month's *cage* should be filled by entry of the number of the new page, and the unused cages should be cancelled. But also any of the several spaces provided for note of orders, remarks, objections, &c., may be exhausted, and then, in order to avoid actual transfer of audit, a slip of thin but tough paper may be pasted by the upper edge so as to cover the space which has proved insufficient. This plan is only a makeshift to avoid a transfer; but in some provinces without some such artifice transfers might be frequent and confusing, and they must always be troublesome since all current particulars must be carried to the new page just as at the opening of a new register (Rule 8).

Audit of Salary Bills.

17. Audit will be recorded in the cage of the month *for* which pay is due, *i. e.*, by labour during which the salary is earned, not of the month *in* which it is issued; and, if the amount of the bill be the same as was passed for the last month, it will suffice to note in the register the date of payment; if any further payment be made afterwards under new orders, the new date would also be entered with a letter guiding the eye to an explanatory note in the space left vacant in the form and to the note of order. If there be any change in the rate of salary as compared with the last month, it will be better to enter the amount as well as the date. The amount noted should be that charged in the classified abstract, (*i. e.*, the gross amount, including fund deductions and sums disallowed). Again, when a retrenchment has been

covered by less payment on a later bill, the actual new charge (*i. e.*, the cash payment *plus* the ordinary deductions) should be entered, not the gross earnings.

Suppose that in the first column on the left the rate of pay is shown as Rs. 400, under date 1st June 1873; and in the second Rs. 450, under date 15th February 1874. If, then, for earlier months Rs. 400 (gross) only be drawn, for later ones Rs. 450, and for February Rs. 425, no note of amount is needed on the right-hand page in the cages for July to January; but in February's cage Rs. 425 would be entered along with the date, and in March's Rs. 450. Thus an entry without specification of amount will always be understood to be for the same amount as that last recorded.

18. After the necessary enfacement of the voucher, the audit clerk will lay it with the register before the gazetted officer in charge, who will attest the enfacement and make his mark (*i. e.*, his initial or some shorter distinctive mark) in the register: particulars of objection, if any, will be posted in the space provided in the audit register, and the voucher will be ready for surrender to the poster of the classified abstract. But, if the ground of objection be only non-receipt of a complete certificate of transfer of charge where the transfer involved moving to another station, no note of it need be made under "particulars of objection," as the absence of a certificate in such a case is shewn in the other form at foot of the page.

19. The bills for salaries and all other allowances of all officers in independent charge of account offices, and of all covenanted officers in the Financial Department who draw exceptional rates of pay, will, after detailed audit and record in the local office, be forwarded in original for final record in the Comptroller General's Office. The bills of other officers of the Financial Department attached to any local account office, must be audited by the officer in independent charge personally.

Advances to Gazetted Officers.

20. Advances of pay, made under proper sanction to gazetted officers, come under audit in the same way as salary payments made on due date, and should be entered accordingly in the audit register. An advance made at the port of arrival, to enable an officer to rejoin his appointment, should, if the officer be proceeding to

another province, be reported through the last-pay certificate to the auditing officer, and debited to him in account-current. The auditing officer will accept the debit, note the advance in the audit register, and also enter it in the objection book and the outgoing objection statement of the district to which the officer is attached.

It will be clearly understood that these instructions to debit in account-current apply only to the rare case of an *advance*, not to an issue of pay to an officer producing a last-pay certificate, and requiring a new last-pay certificate before he can draw pay elsewhere.

Advances in England.

21. An advance made in England, to enable an officer to return to duty, is reported to the auditing officer through the last-pay certificate. It should at once be entered, in Indian currency, in the audit register and in the objection book, as in the case of an advance made at the port of arrival.

The general rule for conversion of sterling is stated in chapter 65, Rule 10; but the cases referred to in this rule are, for the most part, exceptions, as Rule 3, under Section 36*b*. of the Civil Leave Code, provides that advances received by officers in England will be recovered in India at the rate of exchange of the year in which the advance was made.

22. These advances are recoverable by monthly instalments of one-third of salary; and the recoveries may be made either by short payments, or in cash. Recoveries in cash should be credited to XXI. Miscellaneous, sub-head, Cash Recoveries of service payments.

Report to Secretary of State.

23. As soon as an advance is recovered in full, the Secretary of State is to be informed by a separate memorandum, appended to the monthly schedules of account-current with London, naming the officer, the date and amount of advance, and the date of completed recovery; but the amount must be finally adjusted within the Indian accounts, and must not be credited to London.

In the case of an uncovenanted servant, advice must also be promptly sent if the officer dies or is dismissed before the recovery is complete, in order that the sureties may be required to pay the balance.

If the amount so advanced should be debited in the inwards account current from London, the attention of the Comptroller General should be drawn, and note of the account in which the debit appeared should be made in the memorandum certifying completed recovery; no credit for such a recovery should be made in the London portion of the account without special orders.

Without the *previous* sanction of the Secretary of State, no officer may be exempted from the refund of money specially advanced to him from the Home treasury.

The late Honourable Court had agreed to remit any demand against the estate of a military officer, who, obtaining an advance of pay under the rules when proceeding on furlough or sick leave, died before the end of the term which the advance covered. On a reference, Government pointed out that the order covered only one peculiar class of payments, and that no other advance or demand would be remitted.

Adjustment of Objections.

24. The audit clerk is responsible for watching adjustment of objections raised on vouchers passed by him, and the gazetted officer in charge, when passing a new bill, should see what objections are still outstanding. Ordinarily, indeed, recoveries will be made by short payment on a new bill, and record of such recovery should be made under particulars of objection before the voucher is laid before the gazetted officer.

When any officer gives notice that he is about to take leave, or to retire, or when he is approaching the prescribed limit of his service after which retirement is imperative, and also immediately on receipt of the news of any officer's death, all demands against him should be promptly ascertained and adjusted.

Recoveries in England.

25. As regards references to England for recovery of over-payments made in India, the Secretary of State, having directed that "all claims should be finally audited within a period of, at the outside, six months from the date of payment,*" prescribed that "on all occasions in which claims for over-payments made to officers who have proceeded to England are transmitted

* The Comptroller General will be good enough to instruct the officers of account to have the personal accounts of gazetted officers promptly audited, and to arrange for a particularly early examination of the accounts of gazetted officers proposing to take furlough or to retire from the service.—*F. D. 1017, dated 22nd February 1878.*

for recovery by the Secretary of State, they should be accompanied by full particulars of the claims sufficiently detailed, to enable the Secretary of State to judge with whom the responsibility for the error rests, and the Secretary of State in Council will alone decide whether the claim should be enforced or not." Also, that "in the case of any officer on leave, re-payment should not, as a rule, be enforced until he returns to duty in India, when he will be again in receipt of Indian pay and allowances."

When it is necessary to move the Secretary of State to make such recoveries, all necessary documents should be furnished in duplicate for the orders of the Government of India, Madras or Bombay, and for transmission, if necessary, to the India Office. In like manner, replies to the objections to a refund, raised by the absentees, should be submitted in duplicate.

If more than six months have from the date of payment elapsed, the documents must be forwarded to the Government of India, together with a statement shewing the full particulars of the claim, and explaining the delay in its assertion.

The Secretary of State does not recover sums of less than Rs. 10.

Audit Rulings.

26. A few general rulings may here be given:

(*a.*) The whole salary of an acting officer should be taken against the department and the post in which he is actually serving.

This rule need not be rigidly applied for purposes of account and audit in the case of ministerial officers acting in other posts in the same office establishment.

(*b.*) The salary and mileage allowance of an officer proceeding to join an office should be taken against the grant of the office to which he is proceeding.

(*c.*) The allowances (including travelling allowances) of a military officer transferred from military to civil duty are paid by the civil department from the date on which he gives over charge of military duty, and those of a military officer transferred from civil to military duty cease to be payable by the civil department from the date on which he gives over charge of his civil duty. The same rule holds of all officers transferred from one department to another.

(*d.*) When a military or medical officer, holding a civil appointment on consolidated pay which is less than his military pay, is allowed to draw the difference between them, he draws it from the department from which he receives his consolidated pay.

(*e.*) An European non-commissioned officer or soldier on obtaining civil employ is ordinarily required to buy his discharge from the army; but, if such a person die in civil employ while under a military contract of service, the civil department in which he was serving will bear the charge of any passage money which, under military pay regulations, may be admissible to his family.

Subsidiary Registers.

Last-pay Certificates.

27. Of all last-pay-certificates drawn up or completed in an office, a register should be kept, shewing (1) number, letter, and date of certificate; (2) officer's name; (3) columns corresponding to the headings of the certificate; (4) account office where drawn up; (5) account office where completed; (6) how finally disposed of. Certificates in Form M should be entered in a separate and simpler form.

"Letter" in column (1) means the letter which distinguishes the form in the Leave Code; the entry in column (6) is meant to shew to what officer the duplicate certificate is sent.

In last-pay certificates granted to officers proceeding on leave out of India, or retiring from the service, no entries may be made of arrears of Indian pay and allowances due to the officers.

Officers lent.

28. A register of officers (gazetted or ungazetted) lent or transferred for foreign service (Pension Code, Section 37) should be kept in Form 84, so that a proper check may be maintained over the recovery of their contributions towards leave and pension allowances.

The amounts realized are to be entered in the cages of the months in which they are realized, and when the entry for March is made, the total realized during the year will be cast up. In the adjacent space ("total due") will be entered, after a calculation made on the basis of the orders affecting the case, the amount which was due from the officer during the year (not due *on account* of the year, for as a rule payment for March is not due till April

1st, but due to be paid during the year, including any recovery due on account of short payment last year); and measures must be taken to recover any sum by which the actual realizations have fallen short of this.

The amounts entered in the register in each month should be totalled (by aid of a separate form if necessary) for comparison with the monthly entry in the consolidated abstract, so as to make sure that all amounts recovered have been duly entered.

The salary of an officer transferred will be borne by the Native State, municipality or other body from the date on which he is relieved from his duty under Government to the date on which he is relieved of his duty under the body to which his services are lent.

Family Allotments.

29. When any arrangement is made for family payments in England, entry should be made in a register similar to that just prescribed, and the monthly recovery should be carefully watched; if it should cease, notice should be at once sent by the Accountants General of Madras and Bombay through their Local Governments, and by other officers through the Comptroller General, in order that the payment at home may be stopped. If the remitter be transferred to another circle of payment, not only should the amount of the monthly recovery, and the date up to which it has been made, be entered on the last-pay certificate, but a separate letter of warning should be despatched to the audit office.

Both the register, and the annual return prescribed in Rule 43, should contain note of the payments by ungazetted as well as by gazetted officers.

Service Register.

30. The services of all gazetted officers will be recorded in convenient volumes of Form 85. These registers will be kept by audit circles; thus the Accountant General of Bengal, who audits the pay of officers serving the Government of India as well as those serving the Government of Bengal, will keep only one set of service registers, not two. Separate volumes may be set apart for the several sections of the service, covenanted civilians, military officers in civil employ, medical officers, chaplains, uncovenanted officers bearing European names, and uncovenanted officers bearing Native names.

The object of this separation by classes is simply economy of labor. The different conditions of service render it probable that while officers of each class will run off its register nearly in the order in which they are brought on it, those of different classes will remain very different periods. For instance, chaplains retire generally after 20 years' service, and rarely serve the same Government during their whole service; whereas civilians serve longer and are rarely moved: uncovenanted Europeans generally enter the service young and remain long, whereas uncovenanted natives are commonly promoted to gazetted posts only after long service in lower grades. The separation, too, facilitates the preparation of returns, such as those mentioned in subsequent paragraphs.

Entries to be made.

31. On receipt of notice of the appointment of a new officer, his name will immediately be entered on the first vacant page in the proper volume of this register, and be at the same time brought on the alphabetical index with which each volume will open. So long as an officer is attached to a province, though he be absent on long leave, or though for a time he have fallen from the rank of a gazetted to that of a ministerial officer by the termination of an acting promotion, his name should not be struck out of the index; it should be removed only on death or permanent transfer to another province.

In the first edition it was ordered that these registers should be opened by bringing on them the existing establishment in the order of the gradation list. The register was to be *complete* from 1st April 1874, but it was suggested that the earlier particulars should be worked out as leisure offered, and recorded in separate volumes.

32. In these registers must be entered every fact in the official history of any individual, though it be a temporary grade-promotion carrying pay but for a few days, or a formal investiture with powers under some Act, or employment on special duty: notifications that an officer has been placed on some local committee, or appointed to some unpaid charge in a municipality, will not, however, be noted. The registers should contain all the necessary material for the preparation of the prescribed returns affecting gazetted officers, and such documents as the service statements of uncovenanted gazetted officers applying for pension, &c.

33. When an officer is transferred to another circle of audit, the Accountant General should forward to his new province a copy of his service register.

Clerical Rules.

34. The illustrative entries given in the sample form will, it is believed, sufficiently explain the way of handling the register; nor will there be any difficulty in fitting the leave headings to the circumstances of other than civil service rules. In a complete register for a civil servant, there will appear under the head *furlough* all furlough and sick leave which he may have taken since he entered the service, except that indicated in Pension Code, Supplement A 2*c*; sick leave taken under any former rules should be noted in red ink. Under *other leave* will be entered all extraordinary leave (Leave Code, section 4*b*), absence without leave, and special leave (section 21): if any period be counted as service or residence which would not under the rules so count, note should be made [redacted]oot of the Government order granting such indulgence. The period of leave granted should in every case be entered in red ink; the period of actual absence will be stated in black. In the column of substantive pay will be entered subsistence allowance where drawn, and leave allowances (except, of course, any acting allowance drawn during absence on privilege leave), those payable in England being stated at ten rupees for every pound sterling.

Scale Register.

35. A scale register in Form 86 will be maintained in account offices for the purpose of checking excess appointments: it will be in two parts, one for checking the number of officers substantively appointed to any class or grade of appointments, the other for checking the number of officers actually holding (whether substantively under their own appointments or as officiating for substantive absentees), and doing the work of, the offices in question.

36. The instructions on the form sufficiently indicate how the register is to be kept. The entries will be

made as the certificates of giving or taking charge are received; but, if any appointment or promotion takes place without any transfer of charge, the entries should be made upon receipt of the Gazette order.

37. This register need contain tables of those appointments only, of which the numbers are fixed provincially without regard to locality—*e. g.*, not of Collectors in Madras, but of the several grades of Collectors in Bengal; not of Assistant Collectors in the North-West Provinces, but of Assistant Commissioners (in their grades) in the Punjab; of Deputy Collectors and Extra Assistant Commissioners everywhere; of Tahsildars only where there are grades in that office.

In cases in which officiating appointments cannot be made from grade to grade (*e. g.*, Deputy Collectors), it is not necessary to keep the second part of the register.

The register may be continued from page to page, as convenient, and need not be re-opened periodically.

Quarterly Civil List.

38. No instructions are here given for the preparation and publication of the quarterly civil list, as this duty is not everywhere laid on the account office; the standard pattern is described in Financial Circular No. 3773 of 25th September 1871. If in any list, which is published by authority without previous review in the account office, any errors are discovered in course of working, they should be reported to the authority concerned, and the copy of the printed list preserved in the office should be corrected by hand.

Annual Returns.

Gazetted appointments.

39. A list of gazetted appointments, in Form 87, will be prepared every year for submission to Government; the appointments will be arranged in departments, following, as far as possible, the order prescribed in Financial circular No. 3773, dated 25th September 1871; and the orders of Government, which fixed the sane-

tioned strength and pay, will be noted in the proper column.

Covenanted Civil Servants.

40. Lists of covenanted civil servants are prepared in Form 88, by the Comptroller General for the Bengal establishment, and by the Accountants General of Bombay and Madras for the Bombay and Madras establishments respectively; and are submitted to the Governments of India, Bombay, and Madras, respectively. Each other Accountant General must contribute to the officers above-named the necessary particulars regarding civil servants attached to his province. Both in these preliminary and in the final compiled lists, the names must be arranged in the order of the civil gradation list.

High Court Qualification.

41. The Local Governments are required to prepare, at the beginning of each year, for ultimate transmission to the Secretary of State, a list of the covenanted civil servants who have since the date of the last list become qualified for the office of Judge of the High Court. As these lists may have to be prepared by Accountants General for the Local Government, the qualification clauses affecting Government servants are here quoted from 24 & 25 Vic., Cap. 104, Section 2.

2. Members of the Covenanted Civil Service of not less than ten years' standing, and who shall have served as Zillah Judges, or shall have exercised the like powers as those of a Zillah Judge, for at least three years of that period.

3. Persons who have held judicial office not inferior to that of a Principal Sudder Ameen or Judge of a Small Cause Court for a period of not less than five years.

Services of Chaplains.

42. From the Service Registers will be compiled (on foolscap paper) the return of services of chaplains on the Bengal establishment, which is submitted to the Comptroller General every year, in order to the

maintenance in his office of a complete service register. The form is here given with a sample entry:

Note of services of Chaplains in the Punjab in the year 1872-73.

Name.	Gazette.	Order.	Date of resigning charge.	Date of taking charge.	Period of absence on leave.	
					Mos.	Days.
Revd. A. B. C.	*Pun. Gaz.*					
	3rd Apl. ..	Transferred from N. W. P.	....	.. .	.	...
	Ditto ..	To be Chaplain of Mooltan	.....	20th April	...	.
	5th May ..	Two months' privilege leave	10th May .	9th July ..	2	...
	10th Oct.	Four months' sick leave ..	1st Oct. ..	20th Dec.	2	20
	15th Dec. .	Transferred to Bengal ...	5th Jan. ..	. ...	..	...
Revd. C. D. E.						

The services of chaplains of the Church of Scotland are to be returned in similar form.

The name of a chaplain who has left India on furlough should be entered in this return for two years, with quotation only of the order granting furlough, in order to secure continuity of record.

Family Allotments.

43. An annual return in Form 89 should be forwarded by each Accountant General to the Comptroller General, giving (*1st*), a list of all family allotments in force for the whole past year; (*2ndly*), a list of all new allotments commenced during the past year; (*3rdly*), a list of all allotments discontinued during the past year.

This return should be sent in as soon as the June pay-bills have been examined, and the recoveries from them ascertained. Care should be taken that they are promptly forwarded, else much of their value will be lost. The information will be transmitted to the Financial Secretary, India Office, as soon as possible after receipt.

The same form will serve for all three divisions, a line with the words "new allotments" or "allotments discontinued" marking the division between them.

In column 4 the entry for the first and second divisions should usually be "June," *i. e.*, from pay for June disbursed in July. If, for any reason, due recovery has not been made for that month, explanation must be given in column 5.

In column 5, for the second and third divisions, a clear reference to the official communication made at the time of the change should always be given.

Superannuation.

44. The rules for compulsory retirement at a specified age or period of service are to be found as follows:—

Covenanted civil servants, Pension Code, Supplement A, Rule 8.

It has been ruled that a transfer from one district to another in the same capacity, does not reckon as a new office under the proviso in this rule.

Military and naval officers in civil employ, *Gazette of India*, January 28th, 1865, page 100.

Uncovenanted officers, Pension Code, 56.

45. The Accountant General will inform the Local Government whenever any uncovenanted officer attains the age of 55 years, and ascertain whether it desires to retain him. In the case of military and naval officers, the Accountant General should annually obtain lists of the officers affected by the rule who are employed in departments and offices under his audit, and should pass no more pay to the officers named therein, except where it can be shewn that there is authority for their continued employment. Regarding covenanted civil servants, the prescribed registers give the necessary information as to when any individual comes within scope of the rule.

Rules 43, 44, and 45, include ungazetted as well as gazetted officers.

Chapter 34.—Establishment Audit.

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Establishment Book.

1. The first step in the audit of establishment is the annual issue of the forms of establishment return prescribed in Chapter 4, Rules 3 and 4, which should be printed on good royal.

2. On receipt of a new annual statement, the book of establishment of the previous year will be taken up for comparison with it; the checking clerk will verify any new orders quoted in support of alterations, and must ascertain that each new name is supported either by a health certificate, or by a reference to a former post (marking in each case, "verified" or "certificate inspected," in red ink). If there be any name not so supported, or if any unknown order be quoted, he will institute correspondence with the head of the office. When all defects have been supplied, the return, thus verified, will be laid before a gazetted officer, by whom a sufficient number of pages chosen at random will be checked, and, if the work seem properly done, an order for making a fair copy of the book of establishment and two fair copies of the nominal roll of Europeans and East Indians, which accompanies it, will be passed and signed.

It will, no doubt, be convenient to keep health certificates, for facility of reference, in separate files.

3. The original returns bound up will be the record in the account office; and the copies are intended for despatch, (1) copy of establishment book and nominal roll, to the Financial Department, and (2) copy of the nominal roll only, to the Secretary of State; these are due in Calcutta by 1st September. The several establishments will be grouped in the order of service heads, and under each head the districts will be arranged in uniform order.

Although it may be convenient in the prepared copies to begin a new page with each large office, space should not be wasted by assigning one to the return of a small office; thus all the Ecclesi-

astical establishments of some provinces may be exhibited on a single page.

4. As each establishment return is checked, its details will be posted, by aid of the accompanying abstracts, in an abstract of the form used with the budget returns (Chapter 72, Rule 12); copies of the abstracts will then be placed in the volumes wherein the corresponding nominal detail is to be found, so that, where the book of establishment is bound in several volumes, there will be some abstract statements in each.

A copy of the abstracts is also to be sent to the Comptroller General.

Audit Register.

5. The Audit Register will be in Form 90, each page being divided by horizontal lines into five equal spaces. A page is set apart for the audit of each section (see Chapter 4, Rule 2), and the register is opened by entering from the establishment book after comparison with the last audit register, in the upper left-hand corner of the page, the scale of pay for the total of the section. The maximum and minimum columns will be used only when the pay, or part of it, is progressive; and in this case each increment, as it is admitted, will be entered in the 'actual' column with a note of the month, with effect from which it was granted.

The form of audit prescribed for establishment may be adopted also for the audit of scholarships and similar allowances.

The column headed "orders of Government" is intended for the record of any orders affecting the scale of establishment which are received during the currency of the register.

The detailed scale of establishments (except the petty and numerous ones) is often required for reference, even when the audit is regulated by totals of sections. It will be convenient, therefore, to enter, in the first year of the register, a note shewing the detail of the appointments and pay contained in each section.

A difficulty in auditing by sections often arises (especially in the cases referred to in Chapter 4, Rule 2 *d*.) through transfers, from one section to another, of officers who draw at different rates of salary. The difficulty may be avoided by procuring periodical returns of the additions and reductions made under the various sections, and posting them in the actual column, so as to make that column always shew the figure against which the section has to be audited.

6. The first of the five divisions of the page serves for record of the audit during the first year, after the end of which the entries of maximum, minimum, and actual

will be made after the same examination as above in the second space; and the audit continued for the second year on the same page. The fifth space is required for remarks, notes, &c., but, as four spaces are disposable for four years' audit, the audit register should be renewed only once in four years.

In the case of some establishments, the number of partial bills, arrear bills, &c., among which one month's pay is divided, is so large as to occupy, each month, more than a single space. In these cases (to which the old audit registers give an easy clue), more than one page will be required for the four years' audit.

In large establishments the sections of which exceed, say, three in number, it is advisable to set aside one page for audit of the total of the bill, in the same way as each section is audited.

Audit Procedure.

7. On receipt of an establishment bill with the treasury account, its calculations will be checked arithmetically, and reference will be made to the leave statement in order to see that no absence on leave causes a charge which the rules do not permit. But it will not be necessary to check the leave granted by earlier records, or the details of the bill by earlier bills. In posting the audit register, the actual amount drawn will be entered against each section, in the space set apart for the month on account of which it is drawn, with note of any amount due but not drawn by reason of absence; but no note of any fines levied is necessary. The entries should always be begun from the top of the allotted space, in order that there may be space for record of arrear bills, and also of sums, refunded by short-drawal, which may be claimed again.

The auditor should make a note, in the audit register, of any leave other than privilege leave taken by any member of the establishment, of any suspension, or any other circumstance affecting claim to pension. Government or other orders regarding any member of the establishment should also be noted.

The account of deductions and contributions on account of pension and leave allowance of officers lent to native states, &c., or on account of family allotments made in England, is kept in a single audit section for the whole office. See Chapter 33, Rules 28 and 29.

8. When the payments have been recorded against the sections, the amounts posted should be totalled and agreed with the bill, the audit enfacement written, and bill and register together laid before the reviewing officer

(Chapter 32, Rule 8), who will compare the totals, make such comparison of sectional charges as seems necessary, and initial both bill and register.

9. It is a matter of importance to remark that establishment audit registers run from April to March, and that pay is recorded under the month for which it was due, not that *in* which it is disbursed. To take an instance,—a clerk being absent on six weeks' privilege leave, from 25th March, his March's pay is not drawn in March's bill; but, when it is claimed in May, it will be passed in the audit register under the past year: or, to take a further instance,—from April's pay bill (paid in May) is deducted the March's pay of a man who happened to be absent when it was drawn, and taking leave did not return in April to receive it; the drawback will be noted in the earlier part of the register under March, and in the same place will be passed the bill on which the pay is afterwards drawn.

The number and month of the voucher should be quoted in the entry, as shortly as possible; thus, 34-7 would indicate voucher 34 of July.

Arrear and Advance Bills.

10. Arrear bills will be passed in the same manner over against the section concerned, the necessary addition being made to the total; and, when any pay is drawn in advance under Chapter 4, Rule 12, the amount will be finally charged against the service head, and a note will be made in the audit register in the column assigned to the month for which pay is advanced.

A, whose salary is Rs. 150 a month, receives an advance of Rs. 200; note will be made of payment of the first month's pay in full, and of Rs. 50 on account of the second month.

Temporary Establishment.

11. When sanction is received for a temporary establishment, the requisite entries should be made in the first three columns of the audit register, and lines should be drawn across the cages of the months subsequent to the period for which the sanction holds good, so as to prevent admission by oversight of pay for a period in excess of sanction.

Temporary establishment may commonly be taken to the head of ordinary establishment; it is only in cases where sanction is given for a long term, and the charge will reach a considerable amount, that there is any object in separating them.

Chapter 35.—Travelling Allowance Audit.

Audit Register . . . . 1 | Transfers 2

Audit Register.

1. Audit of travelling allowances will be recorded in a register in Form 91. As no details of camp stages or of camp attendants will be given, a single line will suffice for each voucher. The name of the officer will be the name of the gazetted officer, whose own, or whose establishment's, charges are included in the voucher. The name of a ministerial officer will appear only when the bill, though signed by the head of the office, is for the charges of a ministerial officer transferred from another post under circumstances giving him a claim to travelling allowance. In the fourth column will be named the stations from and to which the officer is transferred, or, in case of moving within the area of a local charge, the date of beginning and end of the tour; the object need not be entered, except in the case of joining or examination; for, even when an officer makes a journey solely in the interests of a municipality, the charge follows the officer's salary.

The budget allotment of each office should be noted at the top of the corresponding section of the audit register.

Transfers.

2. To facilitate the audit of travelling allowances, it has been ordered that, when a public officer is transferred without promotion from one substantive appointment to another at a different station, a copy of the order transferring him shall be sent to the Accountant General of the province where he is serving, with an endorsement stating *either* that the transfer has been ordered on public grounds and not at the request of the officer, *or* that the transfer has been made at the officer's request.

Chapter 36.—Contingent Audit.

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Nature of Audit.

1. Illustrations of the way in which the Accountant General should scrutinize contingent bills are given in the enclosures of Financial Department No. 270, dated 17th May 1865, and No. 1490, dated 31st July 1865, both of which were circulated for guidance: and it is also laid down that it is the duty of the Accountant General "to challenge extravagant rates, prices, or amounts for charges otherwise unobjectionable in their character, and to refer for orders any item of expenditure which is positively objectionable, or at least doubtful in itself; but it is not right to regard as an unusual charge requiring the sanction of Government one which is manifestly necessary, though it does not occur monthly. For instance, a clock in a Commissioner's office is a necessary article of furniture, but the necessity for replacing it will not occur for years; but, when that necessity does recur, the expense may readily be passed on his signature, provided the price be reasonable."

2. Countersignature cannot be said to relieve the Accountant General of responsibility for control; he will not, indeed, disallow any items included in a countersigned bill and within the powers of sanction of the countersigning officer, but he will draw the attention of the countersigning officer to any outlay which seems questionable, or, in comparison with like charges in other districts, excessive, and may, if it seems advisable, specially address the Local Government.

Abstract Bill.

3. When an abstract contingent bill is received, it will be examined so far as to see that it is drawn by an officer who has authority to draw such bills, that the summations of it are correct, and that there is nothing

extraordinary or unusual in it. The usual audit enfacement will be made upon it, and its amount will be entered in the objection book in the column "awaiting clearance."

The maintenance of a special audit register of contingencies in Form B of Circular 175 may be discontinued, provided that the form of classified abstract prescribed in Chapter 48, Rule 1, (which exhibits in one form all the transactions of the year,) has been introduced, that detailed heads of contingent expenditure are introduced into it, shewing as much detail as was prescribed for the contingent register, and that the budget allotments for each district are entered in the column appropriated for the purpose.

Budget Check.

4. As the classified abstract for each month is completed, the examiner will review the contingent expenditure which it includes, comparing the amounts expended with the budget allotment, and bringing to notice any cases in which the expenditure appears likely to exceed the provision. This review is an essential part of the audit of contingent expenditure, and should receive close attention at the hands of the Superintendent.

A similar comparison with last year's abstract may also, with advantage, be occasionally made.

The Government of India have directed that when a countersigning officer passes a monthly bill in which the monthly proportion of the grant is exceeded, he shall report to the Accountant General that he is satisfied that special circumstances have rendered the excess necessary (F. O. 1407, dated 6th July 1878).

Monthly Bill.

5. When a monthly bill is received, it should be examined with special reference to the following points:—

(1.) Whether it is duly countersigned (if countersignature is necessary) and certified.

(2.) Whether the charges contained in the bill, and passed by the countersigning officer (if any), tally with and cover the amounts drawn from the treasury. Differences or disallowances should be noted for recovery.

(3.) Whether vouchers are attached for all charges for which they are required by rule. The auditor should tick off each such charge in testimony of his having seen and passed the voucher.

(4.) Whether sufficient authority is quoted, or produced, for all charges not within the sanctioning power of the disbursing officer; when authority is quoted, the auditor should refer to it and examine its sufficiency, making note of his examination, as prescribed in Rule 9; when authority is not quoted, the amount cannot be removed from objection.

(5.) Whether any charges seem extravagant, unusual, or objectionable; these he should bring to notice.

(6.) Lastly, he should record any unusual or periodical charges (see Rule 10), so as to guard against their being twice paid, or turning up again too soon.

6. The auditor will record his audit order (passing the bill, or objecting to it), upon the bill itself, and make the corresponding adjustment, or partial adjustment, in his objection books, taking steps to remove any objections still outstanding.

It is necessary to watch very carefully for the submission of monthly bills, and to direct the attention of countersigning officers to any delays that may occur. It is clearly objectionable to allow the audit of contingent charges to be indefinitely delayed.

7. When an officer draws his contingencies upon a fully vouched bill (Chapter 5, Rule 15), or when the monthly bill is received in time to be taken up with the abstract, both parts of the audit (Rules 3 and 5 of this Chapter) can be taken up simultaneously. As it is advisable that the auditor should have a note of the payment of the bill so as to be able to challenge it, should it be presented a second time for payment, he will enter it in the objection book as an "item awaiting clearance," describing it as "contingent bill of *officer* for *month*," and will at the same time adjust the objection. Any objections which may be raised on audit will be separately entered in the objection book.

Register of Special Charges.

8. For the record of special or unusual charges, a register will be kept in the subjoined form. Separate pages may, with convenience, be set apart for each officer incurring expenditure, and, if the entries are likely to be

numerous, the pages may be further distributed according to classes of expenditure:—

Collector of Midnapore—Excise Expenditure.

Orders sanctioning expenditure.					Note of audit.			Remarks.
Issuing Authority.	No.	Date.	Substance of order.	Amount of sanction.	No. of voucher.	Month.	Amount.	Reference to objection, &c.

The form should be of the same size as the establishment audit registers, so as to be bound up with them; and every order sanctioning expenditure, for the record of which no other special provision is made, should be entered, on receipt, in its appropriate place.

Special sanctions of refunds, advances, and travelling allowances, will be recorded in this register in the same way as those of contingent expenditure proper, and will be marked off as the charges come up for audit. (See also Chapter 44.)

The registers should last for the same period as the establishment registers; and in opening a new one, orders of which the force is not yet expired, should be carried forward from the old into the new register.

When an order sanctioning expenditure contains no indication of the amount or limit of the sanction, the Accountant General should address the authority who issued it.

Audit of Special Charges.

9. When the charge comes up for audit, note of the bill in which it is included, and of the audit, will be made in the final columns of the register.

10. When any unusual expenditure appears for which no previous sanction has been received, but which can be passed at once as within the power of sanction of the disbursing or countersigning officer, note of its audit will be recorded in the final columns, and the nature of the

expenditure will be entered in the column "Substance of order."

Periodical Charges.

11. For record of the audit of periodical charges (such as rents, rates, &c.), a few sheets of the form prescribed for audit of establishment should be added to the special contingent register; each payment, as it is audited, being posted, with the necessary references, in the appropriate monthly column.

Annual Compilation.

12. At the end of each year, the totals of the detailed heads of contingent expenditure (in round rupees, excluding annas and pie) will be taken from the progressive total column of the classified abstracts, and posted in a broadsheet in such a way that they can be compared with the corresponding charges in the other districts of the same province. A line for each district, and a column for each detailed head, will suffice for the form; and there may be one broadsheet for Collectors' expenditure, one for Judges', and so on.

13. These broadsheets are to be used, both for review of the contingent expenditure, when the Local Government requires a formal review, and also for check of the budget estimates proposed by local officers.

Chapter 37.—Pension Audit.

Register of Pay Orders	1	Miscellaneous—	
Register by Departments	2	Report of Death	9
Audit Register	3	Transfer to London	10
Remarks	5	Returns—	
Procedure	6	Mortality	11
Presidency Pensions	7	New Pensions	12
Gratuities	8		

NOTE.—The references to the Civil Pension Code are to the edition of 1876.

Registers of permanent Pay Orders.

1. The permanent payable orders issued to pensioners will be numbered in two series: one for those chargeable to the major head 26, Allowances and Assignments; the other for those chargeable to 28, Superannuations. Each series will be continuous for the whole province without regard to the treasury at which the allowance is payable, and will be recorded in a register in Form 92.

An order granting a pension will, on receipt, be posted in the proper one of these two registers, which will be laid before a gazetted officer together with the Government order and the permanent payable order for his signature, and he will certify the issue of the latter, and the correctness of the entry, by putting his initials in the column of date.

A new permanent payable order, issued in lieu of one worn out, will bear the old date; but, where payment is transferred to another treasury, the pension will be brought anew on this register and a new number assigned. When both parts of an order are returned for cancellation, the fact and the cause must be recorded in this register, with the date of death, transfer, or surrender under *Civil Pension Code 92.*

If the Local Government require the Accountant General to prepare, as far as his information allows, the quarterly statement, *Code 79*, for submission to the Government of India, it will naturally be copied from this register. Accordingly, to avoid risk of reporting as new a pension only transferred, it will be well, in cases of re-entry on transfer, to omit particulars in all the columns but those of No. and date of P. P. O., name of pensioner, monthly amount, residence, and place of payment, noting across them, *see No.*

above: in the case of a pension transferred from another province, the gazetted officer when signing the P. P. O. may cancel with a coloured pencil the entries in the other columns.

In this return, the serial No. will, of course, be new every quarter, and can be checked by comparison with the number of permanent payable orders issued, the difference being explained by the number transferred—*e. g.*, the number of payable orders issued for all superannuation pensions granted up to 30th September 1876 is 900, the number for all granted up to 31st December, 1,000; but the quarterly return may show less than 100, as some of the new orders may be those of transferred pensions: these will be easily counted up, as all the columns in this register, but 1, 3, 4, 11, 13 and 15, will be blank, or cancelled with a coloured pencil.

For the purposes of this quarterly return, pensions granted, payable in another province, should be entered in red ink in the register—columns 3, 10, 12—16 being left blank.

Register of Pensions by Departments.

2. It will be convenient, for the purpose of preparing the budget estimate for pensions, to keep a separate register, wherein all superannuation pensions granted, or transferred from other provinces for payment, may be recorded under the several departments to which the pensioners formerly belonged. The register should be on ordinary foolscap, in the annexed form, and should provide one or more pages for each department; the first three columns will be filled up on issue of an order, the other two will be blank until transfer of payment to another province, or certified death, remove the pensioner finally from the roll. The further particulars necessary for the budget return of the new grants can be obtained from the list of permanent orders issued, but close packing would give room for their entry in this form, and either plan may be adopted at discretion.

List of Superannuation and Retired Allowances granted to Officers of the Department.

No. of permanent payable order.	Name of Pensioner.	Annual amount of pension.	Date of removal.	Annual amount of each pension removed.

It will not be necessary to enter a name anew on this register when a new permanent payable order is issued;

on receipt of the death roll, the general list will give a clue to the original number and the department.

Audit Register.

3. The audit register for pensions payable in the interior will be in Form 93. The register for political pensions will be separate from that for superannuation pensions, and each will be bound in volumes of convenient size, including the sections of one or more districts, and paged continuously. A sufficient number of blank spaces should be left under each district to accommodate the additional entries, which grant of new pensions, or transfers of old ones from other districts, will make necessary during the three years' currency of a register; and each new name should be brought on the district register on the first vacant line at the time the permanent order is issued. The number entered against each pensioner will be that of his permanent payable order.

A page or two at the end of the Audit Register of service pensions should be set apart for the audit of payments to Hongkong or Mauritius pensioners.

4. When a pension ceases to be payable, or is transferred to another treasury, the unused cages for dates of monthly payments should be cancelled and the cause noted across them.

Entry of Remarks.

5. Allowing a depth of $1\frac{1}{5}$th inch for each case, there will be room for the entry of ten pensions on a foolscap page. The remarks column gives ample space for all entries which can be necessary in the case of pensions paid at a treasury in the interior; for these would be ordinarily only the fact of cancelment of the order with its cause, the date of death, the receipt of death roll, and the payment of any arrears to heirs. If an officer re-appointed after obtaining compensation pension do not surrender his pension, note of the appointment and its monthly pay should be made in this place: if the pay of the new post should not allow the pensioner to draw his whole pension, the full amounts granted should be struck out in red ink and the reduced amount entered; in opening a new register, both amounts, with note of the appointment, should be brought forward in the same way.

Audit Procedure.

6. The process of audit will be simply the ascertainment that the necessary documents support and justify the charge in the pension bill, and then the record of the date of payment in the proper column of the register. In the enfacement on the bill or schedule, it is not necessary to break up the charge under Superannuation so as to show against each department the amount paid to its former servants, as the detail maintained in the budget estimate is not required in the monthly accounts or the regular estimate.

Presidency Pensions.

7. For pensions paid in a presidency town, there will not be, as in treasuries, a separate file of orders, but the audit register will serve instead: accordingly, the left-hand page should be in the Form 92 provided for the treasury register of permanent payable orders, and the signature of the pensioner should be taken, for comparison, in the column of "Name of pensioner." The notes which, under Chapter 12, Rule 1, are made on the treasury officer's portion, must, in this case, be made on the pensioner's.

A pensioner, whose pension was payable in the presidency town, has been known to apply for a month's pension after payment has been transferred to the district treasury: if, for special reasons, this indulgence be conceded, the payment will be noted on the pensioner's counterpart of the order, and advised to the officer in charge of the district treasury for note on the original of the order. It will be necessary to enter the fact of payment in the audit register of the district treasury (thus: *Calcutta*, 15th March), but the pension will not again be brought on the presidency register, nor need any note be made therein. But it will be observed that frequent transfers are discouraged; that a transfer is an indulgence only to be granted "on sufficient cause shown;" and, as the special case here described is an indulgence which contravenes standing orders, it can only be granted for any *special* reason by the Accountant General himself, at his own risk, and before the transfer of payments has been completed by drawing the pension at the new treasury.

Gratuities.

8. Form 94 will serve at once for register of grant of gratuities and for their audit; the first four columns

should be filled up immediately on receipt of the order granting the gratuity and issue of the order to pay it. It may be well to mention that the voucher must be the receipt of the person legally entitled to the gratuity, not that of the head of the office or department in which he formerly served. The fact of re-payment of a gratuity (*Code 96*) should be noted in the remarks column when re-payment is *completed*.

If a Local Government require the account department to prepare in part the quarterly statement of gratuities granted, it may be desirable to record all necessary particulars in this register, in which case a form may be adapted from Form 92. The smaller size of the present form makes it so much more handy, that it may probably be well to rest content with it, and to fill up the remaining columns in the quarterly returns by reference to the original orders.

Miscellaneous.

Report of Death.

9. The death in India of a European pensioner will be reported by the Audit Office which passed his pension bills; the particulars required, are given in Chapter 2, Rule 3.

Transfer to London.

10. When payment of a pension is transferred to London, the last-pay certificate given to the payee must contain words declaring that no further payment will be made in India. A quarterly return is submitted of all such last-pay certificates granted in case of pensions not wholly chargeable to general revenues. (Chapter 74, Rule 6.)

Returns.

Mortality of Pensioners.

11. From the annual return of pensions submitted by every treasury officer (*Code 88*), each Accountant General will compile a return in the same form, and submit it to the Government of India with an abstract and remarks.

The form of the abstract is given below; column *a* under each class will give the figures of line 1 of the consolidated returns, column *b* the figures of line 11 less those of line 6, column *c* the percentage on column *d* according to the Code table. The remarks

which are likely to be suggested by scrutiny of such a statement are illustrated in the paper published at page 1018 of the *Gazette of India* for 1873, corrected by page 43 of 1874.

Mortality Statement of Pensioners.

Ages.	Pensions not exceeding Rs. 10.				Pension exceeding Rs. 10, but not exceeding Rs. 50.				Pensions exceeding Rs. 50.				Total of the three grades of pensions.			
	a	*b*	*c*	*d*	*a*	*b*	*c*	*d*	*a*	*b*	*c*	*d*	*a*	*b*	*c*	*d*
Under 50 ...																
51—60 ...																
61—65 ...																
66—70 ...																
71—75 ...																
76—80 ...																
81—85 ...																
86 and upwards																
Total ...																

The headings are—
a. Total number on roll on 31st March 1877.
b. Number died in 1877-78.
c. Expected deaths as per table.
d. Difference between expected and actual mortality, plus or minus.

New Pensions and Gratuities.

12. The following two statements are submitted by Local Governments to the Government of India:—

(1). An annual statement of compensation pensions granted to men still fit for service, and of the number of such pensioners re-employed.

(2). Quarterly statements (*Code 79*) of all pensions and gratuities granted; see the notes under Rules 1 and 8.

Chapter 38.—Interest Payment Audit.

Accountant General . .	1	Account	3
Public Debt Office	2		

Audit of Accountant General.

1. The audit of interest payments is divided between the audit officers of Government and the Bank of Bengal. The former are to assume that the principal sum stated in the interest-register is the correct amount upon which interest is to be paid, and also that interest has not been already paid for the half-years for which claim is made. But in all other respects, and especially as to the correctness of the calculation of the interest and the casting of the totals, the vouchers are subject to regular examination and audit.

Registers in which the signature of the disbursing officer or of the payee, or the particulars of the loan, or the number or the capital sum of the several notes, or the number of the half-year's interest paid, is wanting, should be returned for correction.

Public Debt Office.

2. To enable the Public Debt Office to check the correctness of the principal sums, and of the number of the half-year for which interest is paid, all the registers of payments of interest made during the month should be forwarded, after the audit above prescribed, to the Bank of Bengal, Madras, or Bombay (as the case may be), with a list in Form 95.

Account.

3. The total payment made on account of interest will be entered in one sum in the account current with India, and will be supported by a statement in Form 96, the object of which is to enable the Comptroller General to keep an account of the interest paid on account of each half-year of each loan. The forms are supplied by the Comptroller General.

The statements furnished to the Comptroller General by the Accountants General, Madras and Bombay, will include the interest disbursed by the Banks of those presidencies.

Chapter 39.—Deposit Audit.

Receipt Registers .	1	Statement of Lapses	5
Audit of Payments .	2	Refunds	6
Account Particulars	3	Plus and Minus Memo.	7
Proof of Posting . .	4	Personal Deposits . .	8

Receipt Registers.

1. The registers of receipts of deposits, as received, should be filed in district files, the re-payment columns, for quarters already passed, being first scored through, so as to prevent future error.

Audit of Payments.

2. The re-payment registers, as received, should be taken up (after the necessary comparisons are made between the vouchers and the entries in the register, Chapter 32, Rule 1), and the re-payments examined by being posted in the proper cage of the receipt registers or account particulars against the original entries of receipt. If the re-payment exhausts the balance at credit of the item, a line should be drawn from the last re-payment entry to the total re-payment column, in which the total re-payment should be entered; if the re-payment does not exhaust the credit, it will be found convenient to enter the balance in pencil under the last re-payment.

Account Particulars.

3. The receipt registers of any year provide for the entry of re-payments made during the same, and the next, account years. After that, the balances which do not lapse under Chapter 14, Rule 23, will be stated in the account particulars received from the treasury (Chapter 14, Rule 21). The items in this account must first be agreed with the balances worked out against the several entries in the original receipt register, and then this register will be laid aside and future re-payments recorded only on the account particulars. Space is provided herein for record of re-payments for two more

years, and any outstanding balances after that will, in ordinary course, be credited to Government.

This return should be scrutinized in detail by the Accountant General, and a half-margin memorandum should be prepared, wherein would be noticed every item whose receipt, or so long retention, is in any way remarkable. This memorandum should be sent to the treasury officer in order that he may give his explanation and return the paper in original for further consideration, action, and record.

Proof of Posting.

4. When the re-payments of any quarter have been posted in the receipt registers of any district, the columns of that quarter should be totalled, and the totals transferred into a broadsheet in the subjoined form. Their summation will give the aggregate re-payments in that district for the quarter, and this aggregate should be compared, for each district, with the amount of re-payments which passes into the detail book. Any difference should be fully explained in writing.

Re-payments of *Deposits during the year 1878-79.*

District.	Year of Deposits.	*Balance outstanding on April 1st.	Repaid during				Total re-payments.	Balance outstanding on March 31st.	Remarks.
			1st Quarter.	2nd Quarter.	3rd Quarter.	4th Quarter.			
	1875-76								
	1876-77								
	1877-78								
	1878-79								
	* Total								
	1875-76								
	1876-77								

* In the case of the current year, this column shows the receipts of the year, and can be filled in only after receipt of the last receipt-register of the year.

The further use of this statement is set forth in Chapter 70, Rule 6.

Statement of Lapses.

5. On receipt of a statement of lapses, the deposit checker must effect an agreement in detail between the amounts reported for credit by local officers, and the

balances worked out in the original receipt registers or in the account particulars to which the balances were transferred. The balances lapsing must be entered in the register, or account, in the column headed "Lapsed and credited to Government," and the statement being verified by the deposit checker will then be used for the preparation of the necessary transfer entry, crediting the amount to Government. The particulars of the entry should be noted upon the statement.

The deposits of the appellate branch of the Calcutta High Court do not lapse till ten years have expired.

Refund of Lapses.

6. When application is made for refund of a lapsed deposit, note should be made, both of the application and of the refund, against the entry of the amount "lapsed and credited to Government" in the statement of lapses, the fact of the credit being tested by the note prescribed in Rule 5.

Plus and Minus Memoranda.

7. The deposit checker must be careful to see that the receipts, re-payments, and balances, are correctly brought forward in the *plus* and *minus* memoranda attached to the deposit accounts, and especially that any lapsing items are correctly written off.

Personal Deposits.

8. The audit of re-payments in the case of personal deposits is confined to seeing that there are proper vouchers in support of the amount repaid, and that the re-payments do not exceed the balance at credit of the particular account.

9. When civil or other courts bank with the treasury themselves submitting the detailed accounts of deposits, the auditor, besides auditing these detailed accounts, must agree the totals of the receipts and payments with the figures reported from the treasury.

Chapter 40.—Bill Audit.

Bill Stock 1
General Explanation . . 2
Bill Checker 3
Issue Lists 4
Paid Lists 5
Posting of Payments . . 6
Progress Report . . . 7
Check of Posting . . . 8
Lapse of Bills 10
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Foreign Bills 12
Issue List 13
Cancelled Bills . . . 14
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Check of Payments . . 16
Lapse 17
Accounts 18

Bill Stock.

1. The stock of bill forms kept on hand to answer district indents must be stored in strong cupboards or boxes of sufficient breadth, secured with English locks, of which the keys should be kept by a gazetted officer. On each occasion of issue, the stock book should be brought to him for initials at the same time as the invoice is brought for signature. Each kind of form should be shewn separately in the stock book, and stored separately in the store cupboard or box, and so arranged that a later serial number may never be issued before an earlier.

General Explanation.

2. The check on issue and payment of supply bills and of transfer receipts will be carried out on precisely the same plan, and accordingly the word "bills" in the following instructions includes both "supply bills" and "transfer receipts"—only the documents and registers for supply bills must always be kept distinct from those of transfer receipts. Rules 3 to 11 are written as they apply to local bills, but the procedure in the case of foreign bills follows the same course with the exception of the differences explained in Rules 12 to 19.

It must be remembered that the check required is not merely the mechanical one, which sees that all issues

are duly brought to account, but includes the further one of seeing that each is covered by due authority. The issue lists should therefore be reviewed by a superintendent or gazetted officer, those of several districts being taken up each month, and explanations of improper issues should at once be called for: nor is it right in all cases to accept without question the allegation that a transfer receipt was granted for public purposes.

The instructions in this chapter do not apply to paymasters' transfer receipts, which are disposed of under Chapter 62 (Military Department).

Bill Checker.

3. The system of bill check is not the same in all provinces, but it will generally be found convenient to entrust the final check, that of each payment against the corresponding issue, to *one* clerk, the bill checker.

Issue Lists.

4. On receipt with the cash account of the list of bills drawn on treasuries under the local Government, the district auditor will check the totals and agree them with the entries in the cash account, and will then make over the lists to the bill checker, who will paste them away in files so arranged that twelve months' issue-lists of one district, for either class of bills, will be kept together in order.

On receipt of May's list, the bill checker will bring forward (into the "daily total" column) the total of April's issues and make a new total to date, and so in subsequent months. Thus his corrected total in March's list will represent the total of the district issue of local bills for the year.

Paid Lists.

5. Similarly, it will be the duty of the district auditor to make over each bills-paid schedule, after he has checked it in detail with the vouchers, proved its

total, and agreed it with the entry in the list of payments. The district auditor will initial each issue-list and payment-schedule, and their answering entries in the cash account and list of payments, in certificate of their agreement, and the bill checker must not accept them without such initials. The paid vouchers will be kept with the vouchers of the paying district in bundles or in a file, but arranged in the order in which they were received from the district, which will be the order of payment and of voucher number.

Posting of Payments.

6. The bill checker will take up the schedules of paid bills along with the annual files of issue-lists, and in the latter post the amount of each payment in the column provided under the year of payment, entering the date of payment in the proper column, and observing whether in each case the amount paid exactly tallies with the amount of the bill issued.

The day as well as the month of payment is to be entered, in order to facilitate finding any bill required for reference. But if it will be less trouble on the whole to hunt out a voucher from the month's bundle when necessary, than always to enter the day of payment in this register, entry of the month only (without the exact day) of payment will be permitted.

It will be observed that, in the form of the issue-list, the column for the date of payment is at the *right* margin of the sheet; when then the amount paid is posted in its proper column, the pen should be drawn across the other columns to that in which the month and day of payment is to be entered. This precaution is, of course, only intended to secure entry of the date of payment against the proper bill, and to prevent wrong posting in a future year.

Progress Report.

7. It may be advisable to require the bill checker to keep a progress report for local bill check on a printed form, from which the following is reduced: the object of entering the total of each district list is to secure, by agreement with the ledger total, that he really receives all the lists and schedules, and is not wrongly informed that one is blank.

Progress Report of the check of bills and transfer receipts paid during_____ __187 .

District.	Supply Bills' first list.				Three similar four-fold columns give similar details of transfer receipts, and of payments charged in the second list.	Total payments.		Issues.				Reconcilement with Ledger.
								S. B.		R. T. R.		
	Amount.	When received by checker.	Number of items.	When posted in issue list.		Supply Bills.	Transfer receipts.	Amount of list.	When received by checker.	Amount of list.	When received by checker.	

Check of Posting.

8. After the posting of the payments of any month is completed, the paid column will be totalled, the totals being carried forward from page to page of each district file. These totals, which, it will be observed, include the payments of past months of the current year, as well as those of the current month, will then be posted in a printed broadsheet, having the names of districts to the left, and twelve columns for the twelve months.

Statement of payments in the year 1873-74 on account of bills drawn by treasuries under the Government in the year ____ _____

Names of Treasuries.	Payment up to the end of the month of											
Agra												
Allahabad												
&c. &c.												
Total as per books ...												

As payments may be made on bills issued in the current and in each of the three preceding years, and as

each year's lists are separately filed, there will be four of these broadsheets, *viz.*, answering to the above-named four years.

Artifices may be used to lessen the labour of repeated totals of the payments posted on the issue list: the simplest will be to total each page separately, and as soon as all issues reported thereon have been paid, to post the total in ink. Thus, an ink total at the head of the page (opposite "carried forward") will show that all issues shewn on earlier pages had been paid; an ink total at the foot of a page will denote the same for all *on that* page; an ink total will thus indicate that the total in that case had not to be revised. The "carried forward" total should never be entered in ink by the bill checker, but by some first-class clerk, who should initial and date the entry. The totalling cannot, of course, be begun till the payments of the month have been posted, and it will be convenient to tick the entries on a page as soon as the total has been made; then, in a future month, it will only be necessary to add unticked entries to the old total.

9. The totals being transferred from the district files into these four broadsheets, the total of the month's column in the earlier years' sheets will be posted at foot of the current year's sheet, and added to its total; and the current year's sheet will then be handed to the book department, and returned with the initials of the Superintendent if its sum agree with the progressive total of the payments of the year as shewn in the detail book; if there be differences, it will be necessary to re-check the lists. The schedules of bills paid should not be laid away finally until this agreement has been effected.

Lapse of Bills.

10. The balances left at the end of the third year after the year of issue will lapse, and be carried to the credit of Government in the final account for March. If the postings of payments on the issue lists have been duly agreed with the ledger entries of payments month by month, there should be no possibility of error in taking out these balances; but it will be convenient early in March each year to extract from the issue registers all bills still unpaid, and from this statement to collect all drawn on each treasury and to forward these lists to the treasury concerned, with a letter in the following terms:—

"The undermentioned bills, drawn in the year
on the treasury, are still not marked as paid in

the records of this office, and if not paid before 31st current, will be carried by the undersigned to the credit of Government. Any which may be still unpaid at close of that day's business should, therefore, be marked off as "lapsed" in the check register of bills payable, their total should be deducted from the statement of liabilities of the treasury, and the memorandum at foot hereof filled up and returned. The date of payment or cancellation of any bill here wrongly shewn as outstanding should be entered in the column of remarks, and any not mentioned in this memorandum, which from the check registers of bills payable may appear to be outstanding, should be noted at foot. Bills which have lapsed cannot be paid without the special sanction of the undersigned."

Treasury by which drawn.	Date.	Number.		Amount.	Remarks.
		Supply Bills.	Transfer Receipts.		

Payment of lapsed Bills.

11. When sanction is given to payment of a lapsed bill, it should be noted in the original issue register, and also in the extracted statement of outstandings, and its payment should also be recorded in both.

Foreign Bills.

12. With regard to foreign bills, the procedure differs in several points.

Consolidated Issue List.

13. After check of the issue lists against the cash accounts, the district auditors will transfer them to the bill checkers, who will post the details in lists for the several Governments (form annexed), arranging the drawing treasuries in the order of the list on page 233. The postings should be totalled afresh, in order that the district total carried into column 6 of the forms may be checked by the total given in the district statement. The lists of foreign bills paid (see next para.) will then be obtained from the district auditors, and their detail of

cancellations will be posted in red ink at foot of the out-going list of bills drawn. These provincial lists will then be severally presented to the book department for agreement with the credits (and the charges under cancelled bills) in the detail books, and will then be despatched to the Accountant General concerned without further delay. No office copy of the lists need be kept.

*List of * drawn upon treasuries under the Government of———*
by treasuries under the Government of——in——1873.

Date.	Number.	Drawing treasury.	Treasury drawn upon.	Amount of each bill.	Total amount drawn by each drawing treasury.	*The columns on the right-hand page will be the same as those on the right of Form 30.*

* Here insert *supply bills* or *remittance transfer receipts.*

In case of entry of a bill drawn on Nowgong, without the addition of Bundelkhand or Assam, or of Hyderabad, without the addition of Deccan or Sindh, the district auditor should at once write to the drawing treasury, in order to make sure that the entry has not been made in the wrong form; if a mistake have occurred, a memorandum of correction should at once be sent to the Accountant General of each province, and the error corrected by entries in the next lists despatched.

Treatment of cancelled Bills.

14. If any bill drawn on another Government have been cancelled, its amount will be charged in the body of the list of payments submitted by the repaying treasury (see Chapter 15, Rule 29), the entry being supported by the cancelled bill; and the district auditors will, in red ink, detail these cancelled bills at foot of the schedule of "Foreign bills paid" received with that list, posting the amounts in continuation of the columns of the Governments concerned, and making a total of

the cancellations on account of each. The entries in the classified abstract should be made from these schedules before they are handed to the bill checker, so that there may be under each class of bills, for each Government drawn on, a double line in the classified and in the general abstract, and a double column in the detail book and ledger: the first entry being the payments of bills drawn *by* other Governments; the other, those on cancellation of bills locally drawn *on* other Governments.

Correction of Errors.

15. If a bill drawn on one Government have been wrongly entered in the list of bills drawn on another, it will be treated in the next list sent to the Government which has been wrongly credited just as though it had been cancelled, and will be entered in the list sent to the Government really drawn on, as a new transaction.

Check of Payments.

16. The check of bills paid with the issue-lists received from other account offices will be conducted in the same way as that of local bills, but the first duty of the bill checker, on receiving a new list of bills drawn, will be to mark off all the bills reported on it as cancelled, by noting the month in the proper column, but he will enter 0 0 0 in the column of amount paid instead of the amount of the bill. The monthly proof of posting by comparison with the detail book will be effected as in the case of local bills, the name of the Government being entered in the broadsheet in place of that of the issuing treasury.

Lapsing of Bills.

17. At the close of each year the issue lists received in the third preceding year from other account offices will be taken up, and details of the outstanding bills drawn by each Government will be prepared and forwarded to the several Accountants General; they will be returned after verification, *i. e.*, with note of any cases of irregularity, such as bills cancelled but not so marked, bills wrongly described, or not to be found in the issue registers. On the return of these original statements, the amount of

lapsed bills will be adjusted to credit of Miscellaneous, and debit of "Foreign bills payable": any future payment of such a lapsed bill will be charged to refunds as in the case of local bills.

Bills drawn by the Secretary of State lapse, and should be carried to credit of Government, in the same way as any other bills.

Accounts.

18. Bill transactions with other Governments are passed through the accounts current under the two heads, Supply Bills and Remittance Transfer Receipts. The amounts shewn in the consolidated issue lists will be credited in one sum under each head, and the amounts of bills cancelled (including bills wrongly entered, now transferred to another Government) charged. The entries will be answered in gross after arithmetical check by being transferred to the head "Foreign Supply Bills payable," or "Foreign Remittance Transfer Receipts payable." Credit even for a bill wrongly entered will be accepted, though the error will be noticed in the objection statement in order to its being corrected in a subsequent account; the debits for such corrections being checked with the original credits.

19. The payments will be charged direct to the head "Foreign Supply Bills (or Remittance Transfer Receipts) payable."

Although the bills of the several drawing Governments are lumped together, without distinction, under Foreign Supply Bills and Foreign Transfer Receipts, the forms in which treasuries report their payments should not be changed, as the separate detail there given will facilitate finding the entries.

Chapter 41.—Inland Money Orders.

Money Order Circles . . 1
Procedure—
Comptroller General . . 3
Madras and Bombay . . 4
Mysore and Berar . . 5
Recovery by . . 6
Recovery from . . 7

Money Order Circles.

1. There are three money order circles in India—those of Madras and Bombay for orders issued in those presidencies respectively, and that of India for those issued in all other account circles. The circles of Mysore and Berar may, for the purposes of all other provinces, be regarded as sections of the Madras and India circles respectively; but further instructions concerning transactions with them will be found in paragraphs 5 to 8.

2. The weekly accounts of issues and payments of money orders are received by the money order sections of the offices of the Comptroller General, and Accountants General, Madras and Bombay. The payments of local money orders are checked by posting into the original issue lists, while money orders paid of other circles are despatched, with covering lists, to the circles of issue to be there checked in the same way.

Comptroller General's Office.

3. From each Accountant General in the India circle the money order section of the Comptroller General's office receives a monthly statement showing for each treasury the amount received for orders and for commission, and the amount paid on orders. By these statements it is able to check the original treasury lists of orders issued and paid, submitted direct (with vouchers), and from them it will prepare memoranda in the accompanying forms, whereby the treasury branch will check the credits and debits in the accounts current of the several Accountants General, and will be guided in distributing, between Money orders payable—Local and Other Governments, the receipts and payments shewn in these accounts.

First Form—Issues.

Distribution Statement of Inland Money Orders issued within the India circle in the month of

Account Circle.	On India and Berar.			On Madras and Mysore.			On Bombay.			Total.		
Calcutta ...												
India ...												
Oudh ...												
The six other Provinces in order ...												
Total ...												

Here the cross-total of each line should agree with the receipt for orders reported in the account current, and the totals of the several columns with the amount to be credited to local money orders payable in the debt section, or to money orders payable other Governments in the remittance section, of the books.

Second Form—Payments.

Inland Orders paid within the India circle in the month of

Account Circle.	Drawn by					Repaid.	Total.
	India.	Berar.	Madras.	Mysore.	Bombay.		
Calcutta ...							
Other account circles as before ...							

As before, the cross-totals should correspond with figures in the accounts current; the totals of the columns India, Madras, and Bombay, will be disposed of as the issues were; the total of the column Berar will be taken to Berar money orders paid, for recovery (along with commission) from Berar; the total of the column

Mysore will be debited to account current, Madras, for adjustment on the same plan; while the proper distribution of the amount of repaid orders will be explained by a supplementary statement in the first form, namely, that for distribution of issues.

The statements of orders, which have lapsed and are to be credited to Government, will also be in the form for distribution of issues, but in one line only.

With the distribution statement of payments, the vouched lists of paid orders of Mysore and Berar will be handed to the treasury branch to enable it to recover value.

Madras and Bombay.

4. In Madras and Bombay, the weekly statements are compiled so as to show the monthly amount of issues and payments at each office, and these amounts are compared and agreed with the figures reported in the treasury accounts. The two distribution statements are then made up, as in the Comptroller General's Office, but in this case they contain only one line, that for Madras or Bombay, as the case may be.

Mysore and Berar.

5. While the payments of orders on account of other Indian circles are adjusted in the central books, the transactions with Mysore and Berar are adjusted by actual payments between the imperial and local treasuries at Bangalore and Hyderabad, respectively. To avoid confusion in the following paragraphs, mention will be made only of the settlement with Mysore; Berar, the treasury branch of the Comptroller General's office, the Resident's treasury at Chudderghat, would be the words substituted for Mysore, the Accountant General, Madras, and Her Majesty's Treasury, Bangalore, respectively.

Recovery by Mysore or Berar.

6. The Deputy Accountant General, Mysore, will collect all the orders of any Indian circle paid at his treasuries, group them by the circle of issue, and list them, attaching the paid orders and advices as vouchers;

the orders of Berar will be listed separately. The four vouched lists will be attached to a bill in the following form:—

HER MAJESTY'S INDIAN GOVERNMENT . . . DR.

To the Administration of Mysore.

For Inland money orders paid in the month of as per accompanying lists—

Drawn by India	000
,, Madras	000
,, Bombay	000
,, Berar	000
Total Payments . .	
Commission on said payments at 1 per cent. . .	
Total Claim . .	

The bill with the lists will be paid at Her Majesty's treasury, Bangalore, and will be the voucher with the treasury account for the payment. The Accountant General, Madras, will adjust the commission to debit of the receipt head, Premium on money orders, the actual sums paid on Berar orders to debit of the account current with India, supporting the charge by the vouched list, and the others to debit of Money Orders Payable, local and other Governments: the vouched lists of orders drawn by India and Bombay will be forwarded to the money order branch of the circle of issue.

Recovery from Mysore or Berar.

7. Similarly, the Accountant General, Madras, will attach to a bill, in the following form, the vouched lists of Mysore orders paid at his treasuries in any month, together with any received with accounts current from other provinces, and will despatch them to Her Majesty's treasury, Bangalore, for recovery of the amount from the local administration; when payment has been made, he will credit the amount of commission to the head of Premium on money orders, and the amount of the orders to a debt head, Mysore Money Orders paid

against which he will have charged them in the first instance.

THE ADMINISTRATION OF MYSORE . . . DR.

To Her Majesty's Indian Government.

For Mysore money orders paid, as per accompanying lists—

Paid by India in *May*	000
„ Madras in *July*	000
„ Bombay in *June*	000
„ Berar in *May*	000
Total Payments . .	000
For commission at 1 per cent. on said payments . .	000
Total Claim . .	000

8. The claim on these bills must be paid at once, any improper charge being made the subject of after correspondence. It may be well to mention that payment of an order supposed to have lapsed should not be questioned by the *issuing* province, as payment is to be made under the rules in force in the province of payment.

Chapter 42.—Overland Money Orders.

Treasury Accounts	1	Provincial discrepancies	10
Accounts with Bombay	3	Orders inward—	
Procedure at Bombay.		Registry and despatch	11
Orders outward—		Payment Register	12
Registry and despatch	5	Adjustment	13
Provincial Register	7	Adjustment with London	14
Adjustment of issues	9	Bombay Accounts	17

Treasury Accounts.

1. The details of the receipts and payments on account of overland money orders, drawn on or by the United Kingdom, are reported weekly by the money order offices direct to the Accountant General, Bombay; and the local Accountant General learns through the treasury accounts the totals of the receipts and payments only.

2. For Continental money orders, no weekly statements are sent to Bombay; the receipts are reported in the treasury cash account, and the payments enter the list of payments, and are supported by vouchers. Refund of excess realizations, and recovery of deficient realizations on Continental orders, made under the direction of the Accountant General, Bombay, pass separately into the treasury accounts; and in each such case the original number of the counterfoil receipt, and the number and date of the Bombay letter, is quoted against the entry.

Similar corrections, in the case of orders on the United Kingdom, pass through the weekly statements, and form part of the general total.

Accounts with Bombay.

3. As soon as possible after the close of the month, the local Accountant General will forward to Bombay a statement shewing, in separate columns (one for each kind of money order), the receipts at each treasury on account of European money orders; the recoveries or refunds described in the last paragraph should be separately entered. In the outward account current he will

credit Bombay with the amount received on account of each class (*i. e.*, the totals of the separate columns).

In case of refunds of excess receipts, the amounts will be brought into the charge statement, but the account office must take special care in dealing with them, as they are to be entered as a write-back of receipts and not charged as a payment of orders inward.

4. For inward orders the local Accountant General will receive credit from the Accountant General, Bombay, at time of the issue of the orders at Bombay. These credits will be responded to as the orders are paid, the debits being supported by the paid vouchers. If an inward order remain unpaid, the credit will eventually be written back by the Accountant General, Bombay, either as a lapsed order, or as one repaid to remitter.

Procedure at Bombay.

In the following instructions the general term "European" money order is used, but it is important to remember that each class of money order, Overland, German, Netherlands, &c., is quite distinct, and requires distinct registers, lists, accounts, &c.

Orders outward.

Registry and Despatch.

5. On receipt of the counterfoil by the Bombay Accountant General, the necessary entries will be at once made in Register A and in List A (both described below):—

Register A shews—(1) No. and date of corresponding list A.
(2) Bombay entry number.
(3) No., date, and office of local receipt.
(4) Name and address of remitter.
(5) Name and address of payee.
(6) Amount received in Rupees for remittance, and sterling amount of order.
(7) Amount of commission.
(8) Remarks.

List A shews—(2) to (6) as above. Then columns for use of the European office.

6. The entry number will be in numerical sequence through a calendar year; the necessary particulars will

day by day be copied into the list for despatch, and, when mail day comes, the money columns of the list and the register will be totalled separately, as a check on each other. The date of the list given in the left-hand column will be that of the despatch of the mail by which it will be sent: as soon as one list is despatched, the date of the next due despatch will be inserted in that column.

Provincial Register.

7. The counterfoils will also be registered in the following Form B, of which a sufficient number of pages must be set apart for each province; and the counterfoils must be lodged in files corresponding to this register.

B.—Munich orders outward. Government of

Name of office which received the money.	No. of its advice.	Amount of Remittance in sterling. £	s.	d.	Tariff value Rs.	A.	P.	Receipt. Actual. Rs	A.	P.	Short. Rs.	A.	P.	Excess. Rs.	A.	P.	Entry No. of outward advice.

When the last list of a month is despatched, these provincial registers will be closed and totalled, and a space left below for entry of any further advices, which bear date in the same month, but arrive only in time to be included in next month's register and list A. At the end of the entries of the month the totals should be shewn, first of these further advices, and secondly of the whole month.

In the case of orders on the United Kingdom, supplemental lists are despatched by the first two mails of January, advising orders applied for, and paid for, in the last month; in the case of orders on the Netherlands, a similar attempt is made to keep the drawings of each year distinct; there should be very few entries in the first set of money columns in the agreement statement (Rule 8) for that month.

8. The totals of the lists despatched in the month will be brought together and agreed with the aggregates

of the provincial registers B collected in such a form as the following:—

Province.	Drawings of month preceding.				Receipt.			Drawings of current month			Receipt.		
	Remittance in sterling.		Tariff value.		Actual.	Short.	Excess.	Remittance in sterling.	Tariff value.		Actual	Short.	Excess.
	£ s. d.		rs. a. p.		rs. a. p.	rs. a. p.	rs. a. p.	£ s. d.	rs a. p.		rs. a. p.	rs. a. p.	rs. a. p.
Total advised...													

This agreement-statement will be handed to the Book Department for future action.

In this statement the amounts for each province, for which advices have been sent to Europe, should be entered first, and a total made; below should be entered for each province the amounts not advised, whether of orders cancelled on application before despatch of the mail, or suspended; and also, in case of orders on countries other than the United Kingdom, the amounts realized in each province on account of previous short receipts.

When an order is cancelled after advice has been sent to Europe, the Accountant General repays it at Bombay and remits the amount by an Inland money order to the remitter.

Adjustment of Orders issued.

9. Upon this agreement-statement, the Accountant General will debit the several provinces with the amounts of the "actual receipts," columns 4 and 9, (which amounts he will show separately in his outward accounts current with each province) by credit (1) to *outward orders* (under European orders payable) of the sum of columns 2 and 7 converted at the rate of 2*s.* per rupee, (2) to XX. *Gain by exchange* of the difference between this sum and the sum of columns 3 and 8, and (3) to XXI. *Miscellaneous—Premium on money orders* of the difference between the last-named sum and the net total of columns 4 to 6 and 9 to 11. The sum of columns 5 and 10 he will take to debit of a suspense head, Short Receipts for European money orders; and the sum of columns 6

and 11 to credit of a suspense head, Excess Receipts for European Money Orders; under each of these heads there will be detailed heads for the several countries drawn on.

"European" is used as a general term. The real heads are "Overland," "Munich," &c.; see Chapter 17, Rule 1.

Provincial Discrepancies.

10. The statements of drawings received from the local Accountants General (Rule 3) will, on receipt at Bombay, be made over to the Money Order Department, for comparison with Register B; if the totals agree, the provincial list should be returned to the Book Department with note at foot, distributing the total according to month of advice; the figures will agree with those already reported (*see* Rule 8). If the totals do not agree, the register figures should be compiled by treasuries, and, on discovery of the treasury in error, a letter should be written to the treasury officer, a copy being at the same time sent to the local Accountant General.

Orders inward.

Registry and despatch.

11. On receipt in Bombay of a list from London, Munich, &c., the gazetted officer in charge will note on it the rate at which the orders advised in it are to be converted, setting his initials against his order. The columns reserved in the list having been filled up, orders will be issued for payment, and recorded in an issue Register C, wherein a column is set apart for each province (as in Form 31 for Foreign Bills) for entry of the amount of each order drawn on the province. The form will be—

C.—Munich orders inward. Orders issued.

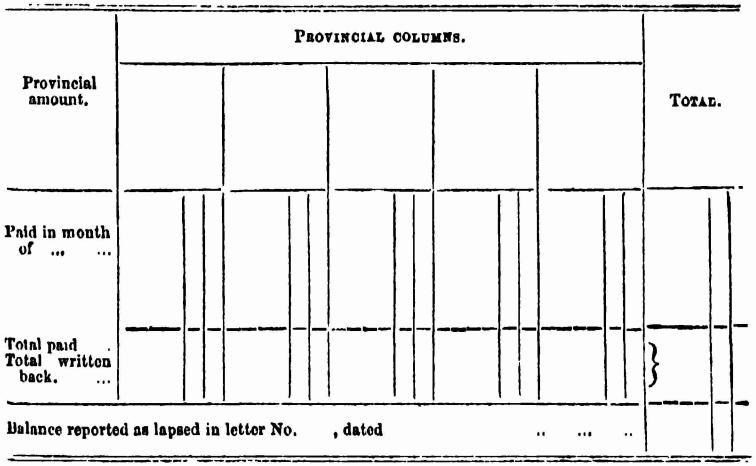
Date of issue.	Serial No.	No. of Munich.		Name of paying office.	Money columns for the several provinces.	Amount.		Date of adjustment.
		List.	Entry.			Paid.	Re-credited.	

When notifying the change of rate, the Comptroller General names the date from which effect is to be given to the change for inward orders. It is important to notice that the date for orders from Italy is fixed by the agreement with that country; for other countries the Comptroller General ordinarily gives effect to the change on the lists received by the next despatch from Brindisi.

Payment Register.

12. From Register C provincial totals will pass into Register D, wherein a page will be set apart for each list with columns for each province, and a line for the payments of each of the twelve months during which an order is current; the form will be—

D.—Provincial issues and payments of Munich orders inward advised in List No. , dated ; received on ; orders issued



When authority is given for re-payment in Europe of an inward order, the amount should be entered in *red* ink in the provincial column on the monthly line; the red ink figures should be totalled separately, but the balance will be that left after deduction of the sum of the two from the original amount.

Adjustment.

13. At the end of the month a statement will be prepared, showing the amount advised by each list received in that month in sterling, and also at tariff rates; and also showing the amounts of orders issued on

each province. The Accountant General will hereon credit to the several provinces the amounts drawn on them, by debit to *inward orders* under *European orders payable* of the sterling total converted at 2*s.* the rupee, and to *Loss by exchange* of the difference between this amount and the sum of the amounts drawn. In the case of orders issued payable in the province of Bombay, the debit will be as above, but the credit to *local orders payable*, under *European orders payable*. The statement will resemble the form in Rule 8, but the headings of its three columns will be amount in sterling, tariff value, actual issues; the figures in the last two columns should, of course, agree.

Adjustment with London.

14. For Overland money orders, an adjusting account (Form 97) is prepared every month at Bombay, including the transactions of all outward lists despatched and inward lists acknowledged within the month. Upon the basis of this account a transfer entry is prepared, crediting or debiting Account Current, London, with the amount of the monthly adjustment; the details of the entry will be found under Rule 17F.

In this form, which has been settled in communication with the British Postal authorities, the terms "homeward" and "outward" correspond with what, in Indian Accounts, are respectively "outward" and "inward".

15. For Munich orders the monthly adjusting account should show the result of the transactions included in the outward and inward lists which bear date during the month, and it cannot therefore be prepared till receipt of the last list of the Munich Office for that month; but the same mail which acknowledges this last list should convey to the Munich Office a copy of the adjusting account. A similar form is prepared by the Munich Office, of which one copy is sent to Bombay, and one presented to the Secretary of State for adjustment.

The form prepared in Munich should be carefully compared with that prepared in Bombay, and a note of the differences should be kept.

The Munich Office is credited with ½ per cent. additional commission on orders drawn on Belgium, although for the present no additional charge on remitters is made on this account.

16. With the other Continental countries accounts are settled by the same procedure after each quarter of the calendar year; in these cases the adjusting account, the debit or credit to London, and the transfer entry, will also be quarterly.

Bombay Accounts.

17. The following detail shows how the several transactions pass to debit and credit of the debt head, Overland (or other) money orders, and of various service heads, neglecting for the present the suspense heads of short and excess receipts, and using the terms "par value" and "tariff difference," to signify respectively the amount of the order at Rs. 10 per £, and the excess over this amount received, or payable, according to the schedule in force.

A. The amounts received for outward orders are credited, either through the district accounts if received in Bombay, or by debit to the accounts current (see Rule 9) if received in other provinces, as follows:—

O. M. O. Outward orders ... ... Par value.

XX.—GAIN by EXCHANGE—
Gain on provincial transactions, &c. Tariff difference.

XXI.—MISCELLANEOUS—
Premium on money orders ... Commission.

B. The amounts of inward orders issued at Bombay are brought on the books by transfer entry, as follows:—

DR. O. M. O. Inward orders (for par value).
29. Loss by EXCHANGE (for tariff difference),
to ACCOUNT CURRENT with ... ... CR.

In the case of orders which are payable in Bombay, the amount will be credited to O. M. O. Local orders payable instead of to an Account Current.

C. When permission to repay an outward order is received from England, the re-payment is made at the Bombay Office to the Assistant in charge, and will be charged through the Cash Accounts of that Office by debit to O. M. O. Outward orders repaid (for par value), and by debit to XX. GAIN by EXCHANGE (for tariff difference). The Assistant in charge will forward by Inland order the amount received by him.

D. When an inward order lapses or is to be repaid to the remitter in England, the credit given under B. will be written back by an entry :—

Dr. Account Current with—
(or O. M. O. Local orders payable) to
O. M. O. Inward orders repaid and lapsed (for par value) ... Cr.
29. Loss by Exchange (for tariff difference).

E. Inward orders paid in Bombay will come up through the district accounts and be charged to O. M. O. Local orders payable. Inward orders paid elsewhere are debited by the Local Accountants General to Account Current with Bombay in answer to the credits given under B.

F. The account is adjusted by a monthly (or quarterly) transfer entry, see Rule 14, &c. The following are the details of the entry, which would adjust the transactions shewn in Form 97.

Dr.	*Sundries* to *Sundries*	Cr.
12,000	O. M. O. Outward orders.	
500	Inward orders repaid and lapsed.	
	XXI. Miscellaneous—	
	Premium on Money Orders.	
120	Overland Money Orders	30
	O. M. O. Inward orders ...	3,000
	Outward orders repaid	460
	XXI. Miscellaneous—	
	Lapsed Money Orders ...	140
	Account Current with London	8,990
12,620		12,620

18. The following therefore are the detailed heads and entries which appear under the debt head, Overland Money Orders (all, except local orders payable, being par values only).

Credits—
Outward orders. A. Amounts received at treasuries for outward orders issued.
Outward orders repaid. F. Amount authorized to be repaid.
Inward orders. F. Amount listed out from England.
Inward orders repaid and lapsed. D. Amount of claims passed in India.
Local orders payable. B. Inward orders issued, to be paid in the Bombay Presidency.

DEBITS—

Outward orders. F. Amount listed to England.

Outward orders repaid. C. Amount repaid through Assistant in charge.

Inward orders. B. Amount issued by Assistant in charge.

Inward orders repaid and lapsed. F. Amount advised to England.

Local orders payable { E. Inward orders paid in the Bombay Presidency. / D. Inward orders payable in the Bombay Presidency, but lapsed or repaid.

Chapter 43.—Remittance Audit.

Remittance Register	1	Monthly Memorandum	4
Posting the Register	2	Entry in Accounts	6
Differences	3		

Remittance Register.

1. For the check of remittances, a register (Form 98) will be opened anew every year, of which the pages should be neatly ruled before the book is bound. The first part of the register will record the remittances between treasuries, and thereafter, (in order that the register may serve the purpose of book check,) separate sheets should be set apart for each department to or by which cash remittances are made. For departments with which accounts current are exchanged, such sheets will not be necessary; for departments in final account with the civil Accountant General, which both send cash to civil treasuries, and also draw cash thence to be credited by themselves and accounted for, two sheets will be required, one for the debits of revenue treasuries to be answered by departmental credits, the other for departmental debits to be met by credits in the treasuries.

In the Punjab, payments for salt (to be issued from the Sindh Ságar mines) are made into several treasuries in exchange for dakhilas, and the presentation of these is watched in order to reconcilement of differences between the provincial and departmental accounts. For this purpose, however, a simpler register will suffice; indeed the ordinary list of salt receipts, brought together in files and dealt with after the fashion of bills-issued lists, will answer all purposes.

Posting the Register.

2. On receipt of a list of payments, as soon as the vouchers for miscellaneous payments have been checked with it, and before audit commences, all remittances charged will be posted in the remittance register by the district auditor concerned; and in like manner, on receipt of the cash account, the first operation will be to post the acknowledgments of remittances in the same register against their respective debits. In the rare case

of a credit preceding a debit, it will be posted against the first vacant line of debit, and should be pointed out to the auditor in whose account the debit must be looked for, in order that he may watch for it and post the answering entry in the proper place. It is not absolutely necessary to enter in the same month items credited as well as debited in the accounts of the same treasury though the precaution is desirable.

Differences.

3. When the credit does not tally with the debit, the auditor who posts the credit must bring the difference to the notice of the debiting auditor, in order that he may bring it on his objection book and proceed to its adjustment. The adjustment when made must be noted in the remittance register.

In cases where numerous remittances occur between civil treasuries and departments, it will sometimes happen that the months of credit and debit in the departmental accounts systematically differ (especially as regards remittances made towards the end of the month) from those in which they enter the treasury accounts. In these cases it will be well to arrange that the departmental accounts shall quote the remittances by the treasury month of credit or debit, in order that the agreement, or disagreement, in each particular month's remittances, may be brought out.

Monthly Memorandum.

4. As soon then as all the classified abstracts have been made over to the detail book posters, the treasury account section will total the debits and credits. The total debits of the year to date will be carried forward from page to page, and totals of answering credits will be made from time to time, but the credit total will not be brought forward in ink till every earlier debit has been answered, exactly or inexactly.

5. The treasury account section will then prepare two memoranda (Form 99), the first detailing on one side the cash remittances *between treasuries* (that is, within the province) which were despatched in previous months and have been acknowledged in the month of account, and on the other the cash remittances *between treasuries* which have been despatched and charged in the month of account but have not been acknowleged and credited,

the other giving exactly the same information regarding remittances made to other provinces. The use of these memoranda is indicated under Chapters 54, Rule 3, and 55, Rule 4.

The information regarding remittances given in the cash balance reports will assist in the preparation of these memoranda, and should be collated with them. The Accountant General has always (see Chapter 28, Rule 22) the means of knowing when a remittance to another province is credited there.

The preparation of the memoranda will afford an opportunity of examining whether any remittance has remained outstanding for an undue time; in which case enquiry should at once be instituted.

Entry in Accounts.

6. Cash remittances from one treasury to another of the same province are debited and credited to cash remittances between treasuries. Cash remittances to other provinces are debited to account current with the receiving province. The debits are taken, first of all, in the classified abstracts, as they are reported in the treasury accounts, but, by the use of the memoranda prepared under the last rule, are prevented from passing into the general account, until they are credited by the receiving treasury.

7. Remittances to or from a small coin depôt or sub-depôt are to be treated in every respect as remittances to or from the Government of India, being entered as such in the check register, in the monthly memoranda, and in the accounts.

Chapter 44.—Miscellaneous Audit.

Special Charges	2	Advances	7
Cost of Land	3	Permanent Advances	8
Purchases	4	District Savings Bank	9
Refunds	5	Stock Statements	12
Discount	6		

1. For some payments falling under this head, there is no prescribed rule regarding the record of audit. But in every case, even when the audit is not specifically recorded, the auditor must see that he has a sufficient voucher, and sufficient authority to pass it.

Special Charges.

2. The register prescribed in Chapter 36, Rule 8, affords the means of recording the audit of specially sanctioned charges, whether reckoned as contingent expenditure or not.

Cost of Land.

3. Payments for cost of land, whether made upon bills pre-audited by the Examiner of Public Works Accounts or upon an award, are charged in the Public Works accounts current, that department accepting, in the latter case, the audit of the civil department.

Purchases.

4. In auditing purchases of stock, ordnance stores, &c., the necessary entries must be made in the stock book, under Rule 12 of this Chapter.

Refunds.

5. In auditing refunds of revenue, a note should be made against the item of receipt in the original accounts received from the treasury, so as to prevent a second claim.

For refunds of fines, this note should be made in the statement of fines received from the Court. See Chapter 10, Rule 1.

Refunds of the value of spoilt stamps are usually admitted upon a certificate of the Superintendent of Stamps that the spoilt stamp has been returned to him. In Bengal, the Treasury accounts shew a plus and minus memorandum of such stamps, under which the stamps, whose value has been refunded, remain till remitted to the Superintendent of Stamps.

When refunds are made under sufficient authority, and without reference to any traceable item of receipt (*e. g.*, refunds of stamp duty allowed by a civil court), no note against the receipt is possible.

Discount.

6. The procedure in auditing discount on stamps varies. In some provinces the discount is entered in a schedule against each item of sale, and a receipt is signed by the vendor, on or apart from the schedule, the application of the proper rate of discount being usually certified by the treasury officer. In others, a bill for the discount, in an abstract form, is sent to the Accountant General through the Superintendent of Stamps, whose countersignature is the Accountant General's authority for admitting the charge.

Advances.

7. Miscellaneous advances after audit are recorded in the objection book. The record of advances under the Land Improvement Act will be regulated with reference to the local rules regarding them. Payments on account of sanctioned loans are recorded in a special register (Chapter 69, 4).

Advances for law-suits should be charged finally against the department concerned, although held as items awaiting final clearance in the objection book, or recorded in a separate register whereby their adjustment may be watched; recoveries should be dealt with as are cash recoveries of service payments.

Permanent Advances.

8. As permanent advances are audited and passed, they will be recorded in a register of Form 100, in which a separate page or pages should be set apart for each district. As such an advance cannot be partially adjusted, the re-payment of part of it, in consequence of an order reducing its amount, should be entered as a re-payment of the whole, and a new advance of the difference outstanding.

Re-payments of permanent advances should manifestly be very rare; but, when the relieving officer sends an acknowledgment that he has received and is responsible for the permanent advance of his predecessor, the predecessor's advance should be written off, in the register, as adjusted, quotation being made of the new acknowledgment; and the amount be written as a new advance to the relieving officer.

The acknowledgments will be filed separately under districts, and the file will be laid with the register and the new acknowledgment before a gazetted officer, who will remove and destroy the old acknowledgment, initialling the column of adjustment and the entry of the new acknowledgment. In the case of the annual renewed acknowledgment, the new acknowledgment will be substituted for the old one, on the file of acknowledgments, and will bear the same number in the file; and the date entered in the acknowledgment column of the register will be altered under the gazetted officer's initial. For these alterations space should be left at the time of first entry.

District Savings Bank.

9. The District Savings Bank accounts are rendered direct to the Comptroller General, to whom the Accountant General must forward, for comparison with the local accounts, a list of receipts and payments at each treasury, being the amount which in his accounts for the month he credits or debits to the head "District Savings Bank Deposits."

10. The adjustment of interest is made by transfer entry before the closing of each year's accounts, debiting 2. Interest, and crediting District Savings Bank Deposits with the amount communicated by the Comptroller General.

11. The Comptroller General will also, before the closing of each year's accounts, direct an entry to be made, debiting "District Savings Bank Deposits," and crediting Account Current, India, with the amount of balances of dead accounts transferred to the head office under Rule 40 of Chapter 18. A re-transfer from the head office to a local office passes through the treasury accounts (Chapter 18, Rule 42); and the amount will be taken, the original balance by debit to Government of India, and the interest by debit to 2. Interest.

Stock Statements.

12. The stock returns prescribed in Chapter 10 will be lodged in a separate file in the Accountant General's Office, and every district auditor and account current clerk will be responsible for bringing upon the statement of each office any articles purchased during the year, and for writing off any which may be disposed of under sufficient authority (verifying, in the latter case, the credit of the amount realized). The returns so kept up to date will be checked by the annual memoranda, and any discrepancies will be the subject of correspondence. When the complete returns for 31st of March 1881 and each subsequent fifth year have been compared and found to agree with the original, the latter may be laid aside; thus the inventory actually in use in the Accountant General's Office for purposes of check will never be more than five years old.

Advices of work done at Government factories, and of supplies furnished by them, will be received with contingent bills (Chapter 5, Rule 21), even when there is no charge in an account current. But when an officer in one province purchases, and charges in his contingent bill, articles (such as locks) for the use of another province, the Accountant General who passes the charge should send advice to the Accountant General of the province supplied, in order that the latter may see credit given in the stock statements. In case of such stores received from England, the Accountant General must bring the details on his register from the invoices received through the Comptroller General, before letting the invoices leave his office.

Chapter 45.—Audit of Receipts.

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1. Efficient audit of expenditure ensures that money which has once entered the treasury shall not leave it without sufficient authority, but it is the duty of the Accountant General to watch receipts, and, as far as possible, to see that under every head Government receives all its dues.

The marks of classification, which in the case of expenditure are recorded upon the voucher or in the audit enfacement, should in the case of receipts be made in the remark column of the cash account.

Departmental Revenue.

2. In the case of departmental revenue, the detailed check is entrusted to the revenue-controlling authorities, the Accountant General's functions being confined to reporting to these authorities the amounts received and brought to account, which amounts are by them compared with the departmental returns of demands and realizations. But in the cases referred to in the following rules, a specific procedure is prescribed for the Accountant General.

Stamps and Opium.

3. The realizations by sale of stamps and of excise opium are reported to the Superintendent of Stamps, and to the excise revenue authority for comparison under the last rule; but, besides this, the value of stock is reported with the treasury accounts in a *plus* and *minus* memorandum. Of this, the opening balance should always be compared with last month's closing balance. Of the additions to stock, a periodical return is received from the Superintendent of Stamps, or other revenue authority, and these must be traced into the *plus* and *minus* memoranda. The deductions from stock must

be accounted for either by an entry in the cash account of the value received, by credit acknowledged by some other officer to whom remittance has been made, or by sufficient authority for the write-off.

In these and in all other cases in which it is prescribed that agreement should be effected between different documents, the auditor who makes the agreement should note the fact of the agreement upon one or both documents. It is not sufficient merely to tick the entry.

Fines.

4. The rules for the check of receipts on account of fines are indicated in Chapter 10, Rules 1 and 2.

Miscellaneous.

5. Of recoverable over-payments, and of miscellaneous advances due to Government, a sufficient record exists in the objection books; of loans a special register is kept (Chapter 69, Rule 4), which gives full information of the amounts payable both on account of interest and on account of principal. The realization of interest on Government securities, under the management of the Accountant General, is also watched by a special register (Chapter 73, Rule 1); realizations on securities managed by other officers can be watched only by comparison of accounts of Trust funds, &c., with the budget estimate and with the detail of securities appended to the March *plus* and *minus* memorandum. (See Chapter 29, Rule 10.) Sums payable to Government on account of pension, &c., are already disposed of under Chapter 33, Rules 28 and 29.

6. The stock statements (Chapter 44, Rule 12), if properly worked, should ensure that the value of any movable property sold is brought to account.

Other prescribed records also afford information under various heads.

General.

7. No debt due to Government should be left outstanding on the books without clear and sufficient reason. The Accountant General will exercise constant

and watchful care over such outstandings; will suggest to the proper authorities any feasible means for their recovery; and, at least once a year, will fully review all. Whenever any appears irrecoverable, he should obtain the authority of the Government for its adjustment. But on no account may any sums be credited to Government by debit to any suspense head; credit must follow, and in no case precede, actual realization.

Chapter 46.—Service and other Funds.

Civil Annuity Fund	2	Uncovenanted Service Funds	7
Civil Fund	3	General Family Pension Fund	9
Military and Medical Funds	5	Hindu Family Annuity Fund	10
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1. The following rules describe the examination and treatment of fund deductions and subscriptions.

Civil Service Annuity Fund.

2. Since the abolition of the Annuity Fund, the treasury officer is responsible for making from the bills of covenanted civil servants the deductions prescribed in section 3 of Supplement A of the Civil Pension Code. Salaries and other payments will finally be taken net against all imperial heads, and also against all provincial heads from the beginning of 1877-78; but, in the case of officers paid by independent bodies, gross allowances will be charged, and the deductions (prescribed in section 38*a*, Civil Pension Code) taken to credit of XIX. Superannuation Contributions, minor head, contributions for pensions and gratuities. To the same head will be taken the ordinary deduction of 4 per cent., when, by reason of the short term of a deputation, the full contribution of 20 per cent. is not levied (Civil Pension Code, section 38, Rule 1).

Civil Funds.

3. For the Civil funds (including provident or charity branch), it is necessary to see not only that the deductions are arithmetically correct, but also that they are made at the rates notified by the Secretary to the Fund. The amounts will be credited to the fund under account current with India, Madras, or Bombay, and a certified list sent to the Secretary.

Under section 9, Supplement A, of the Civil Pension Code, native members of the covenanted civil service are allowed by Government, on payment of equal subscriptions, to secure like

benefits to those which the civil or provident fund secures to European members. The rates of subscription and rules in every respect are the same as those of the fund, and the Managers of the Bengal Civil Fund have consented for the present to keep an account for each native subscriber; should the Managers of the Madras or Bombay Funds refuse to do the same, the Accountant General of their province must make himself acquainted with the rules applicable, see that they are properly applied, and keep the necessary account for each native subscriber. No difference in procedure will be necessary at the treasury where such an officer's salary is paid; the amount of the contribution will finally be credited to XIX. Superannuation Contributions, under a minor head, "provident subscriptions by native civil servants," and, if the fund managers consent to keep the accounts, the subscriptions from natives should be entered with the accustomed details below the total of fund subscriptions proper in the monthly list rendered to the fund office.

4. Should an over-deduction from the pay of a civil servant be made, it can only be adjusted by a less deduction in his next bill, and, as the Accountant General checks those deductions, the Secretary to the Fund should advise him thereof; refund of the excess deductions cannot under any circumstances be made in cash.

Military and Medical Funds.

5. For the (abolished) Military, Orphan, and Medical Funds, deductions will be made at the rate fixed for the officer's rank, and credit afforded in the *civil* account current with India, Madras or Bombay; certified lists, however, will be sent, as usual, to the Examiners of Fund Accounts at the presidencies. The Military Department will notify its realizations in like manner. The Comptroller General (and the Accountant General, Madras or Bombay,) will carry the gross realization to credit of XIX. Superannuation Contributions, but should from time to time obtain the certified lists (for reference and immediate return) from the Examiner of Fund Accounts, in order to make sure that the sums actually credited by the several Accountants agree with the totals of the lists forwarded to him.

Thus the transactions of these absorbed funds are *audited* by a special officer in the Military Account Department, and adjustments of any short or excess recovery will be made under his instructions, but it is not necessary to cumber the military accounts with any transactions which do not originate therein.

Indian Family Pension Fund.

6. For the new Indian Family Pension Fund, deductions and donations according to rank must be recovered from subscribers at the rates fixed in the Military Resolution published on page 5 of the *Gazette of India* for 1873; credit will be given in the account current with the Military Accountant, Bengal, Madras, or Bombay, and a separate statement be forwarded with the account current, detailing the payments of each officer.

The columns of this statement will be,—name of subscriber; rank and service to which attached; class; ordinary subscription of unmarried and widower subscribers; ditto married subscribers; subscriptions for children; for what month paid. Donations will be entered in the same column as subscriptions, but separately. Subscribers should give in their bills all particulars necessary, *viz.*:—

Subscriptions in class—as a married subscriber,
Do. do. for children,
Donation do. on marriage.

It may be useful to note that the ordinary subscription of every married subscriber is a multiple of Rs. 10, and that subscription is always charged as for a full month.

Uncovenanted Service Fund.

7. For making proper deductions on account of Uncovenanted Service Funds, the subscriber alone is responsible; the Accountant General will simply pass on to the Secretary of the Fund a detailed list of the sums received from each subscriber, showing in separate columns the sums received, respectively, for family pension, for deferred annuities, and for insurance; the grand total of this list will agree with the total credited on this account to the Government of India.

8. Should an uncovenanted officer pay a larger contribution than the rules of his service require, the Secretary to the Fund will no doubt advise him; but neither the Accountant General nor the treasury officer will know anything of the matter.

General Family Pension Fund.

9. Subscriptions to the General Family Pension Fund are ordinarily not recovered by deduction from a voucher,

but paid into the treasury in cash; see Chapter 29, Rule 2. But deductions, if made, must be dealt with on precisely the same principle as recoveries for the Uncovenanted Service Fund. Everywhere but in Madras and Bombay, the vouchers will be charged net, and the adjustment made by the Accountant General, who will forward to the Fund Secretary a list of the amounts so deducted by him, shewing them as received on the first day of the month of payment. The lists of subscriptions received in cash at the several treasuries may be forwarded in original; no copy need be kept in the account office, as, in the rare case of miscarriage in transit, details can be recovered from the treasury register.

Hindu Family Annuity Fund.

10. Subscriptions to the Hindu Family Annuity Fund are received only under special orders of the Accountant General in each case, regarding which refer to Chapter 29, Rule 3.

The amounts tendered by subscribers are accepted without check or examination, and credited to account current with the Government of India; a certified list is forwarded, shewing in separate money columns amounts received in cash, and amounts received by deduction.

Chapter 47.—Objections on Audit.

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Objection Statement.

1. The district auditor at the time of dealing with the accounts or vouchers should have an objection statement (Form 101) before him, in which he should write all objections, directions or enquiries arising upon the accounts or the audit. Objections on audit are most conveniently stated at the same time as they are inscribed on the audit enfacement, and while they are still fresh in the auditor's mind.

It is not intended to prohibit the issue, before completion of the audit, of separate letters of enquiry or direction. In some cases discrepancies or mistakes can be corrected, or missing vouchers or schedules called for, by means of a letter, in time to prevent the inconvenience arising from the acceptance of accounts subject to correction or explanation; and in some cases the objection may be sufficiently serious to call for instant notice. But such objections must also be referred to in the objection statement and shewn in its money columns.

2. There should be two objection statements for each month, one having reference to the first list of payments (which ought to reach the treasury officer before the end of the month, so as to guide him in his next month's payments), and one to the second list and the cash account.

The district auditor will be responsible for seeing that the objections which arise upon that part of the audit work which he has transferred to another section of the office (Chapter 32, Rules 1 and 2), are duly entered in the statement before despatch.

Receipts entered in the objection statement will, of course, have the second column (for number of voucher) blank. The words "and of the cash account" should be, by the pen, struck out of the heading of the objection statement on the first list.

Despatch.

3. Each objection statement will go out in original, under the signature of a gazetted officer, after the review of audit and objections prescribed by Chapter 32, Rule 8. Before despatch (which must not be delayed) its objections will be *neatly* posted into the objection book (Form 103) by the district auditor. Each superintendent should keep a memorandum book for note of the objection statements which he passes, should daily ascertain from the despatcher that all have gone out, and should take precautions to secure the entry in the objection book of all the items in the passed statement, whether or not their amounts are carried into any money column.

If the Accountant General considers that any of the objections can be more easily or speedily disposed of by direct reference to the officer concerned, he may note on the objection statement that no action is required on the part of the Treasury officer, and settle the matter by direct correspondence.

Disposal on return.

4. The return of the objection statements must be watched for with equal care. They are due to be returned a week after receipt by the treasury officer, and he should not be allowed to keep them back on the ground that one or two of the objections require further enquiry. These can be extracted for separate disposal, while the other items are replied to. The orders enforcing the treasury officer's duty in the matter of objections are very peremptory (see Chapter 29, Rule 9); and the Accountant General must remember that he is responsible for seeing that the treasury officers carry out his instructions. The Financial Department has ruled that his "objection must prevail absolutely and immediately, even to the recovery of erroneous payments, over every authority under that of the Local Government; and, if the Local Government over-rules an objection by the Accountant General even temporarily," reference should be made to the Government of India.

Auditor's Responsibility.

5. The objection statement, when returned, should be taken up by the district auditor, and may not be made over to a separate group. Where, indeed, arrears have been allowed to accumulate, it may have been necessary to make special arrangements for clearing them by devoting certain men exclusively to this work, but they may not take up any but *real* arrears; the statements of recent months must be disposed of by the ordinary auditors.

6. It will be understood that the clerk in charge of the accounts of the district in which a recovery is first ordered, or a sum is charged under advances recoverable at the personal debit of a named officer, is responsible for following up the item and watching its recovery. Though the officer concerned be transferred to another district, the item will not be removed from the objection book of the old to that of the new district, though a note of the transfer will be made; it will, of course, be noted on his last-pay certificate by the treasury officer whom he leaves, and may also with advantage be notified by an 8vo. slip to the one who will pay him in future. On occasion of a transfer of a gazetted officer against whom an order of retrenchment has issued, the gazetted officer's auditor (if their bills are audited by a separate group) should ascertain what amount is still outstanding, and should despatch the 8vo. slip of warning to the new treasury officer.

If it be necessary to make a recovery from an officer who has passed under the jurisdiction of another Accountant General, warning should be given on the last-pay certificate, or by a special letter if the certificate have already issued. In such cases the objection should be entered both in the objection statements and the objection book, but with note that requisition for recovery has been sent to the officer's new province.

Objection Slip.

7. In order to reduce friction as much as possible, the Accountant General may find it expedient at the time of raising an objection to send warning to the officer, or the head of the office, concerned: this may be done most conveniently by a transcript (on an 8vo. slip, such as Form 102) of the objection which will be communicated to the trea-

sury officer in the ordinary objection statement. This step will give the officer retrenched an opportunity of forwarding to the Accountant General an explanation which may make actual recovery unnecessary; and, if such a reply be received before the formal objection statement has issued, the entry therein will be corrected duly, or even withdrawn, so that an objection promptly and successfully combated by the officer retrenched may not even be communicated to the treasury officer at all. If the objection statement have issued, the correction, or withdrawal, of any entry should be notified to the treasury officer by a similar slip: in every case, of course, a new slip should be sent to the officer concerned, in order that he may know what instructions the treasury officer has really received.

For withdrawal of an objection, Form 102 will answer with one alteration; for "Please recover," &c., in the heading will be substituted "Please regard as cancelled the objection noted below." No explanation will be necessary, and therefore the words "For explanation see reverse" may be omitted. If, however, an objection be only in part withdrawn, the heading will be altered only by addition of the words "instead of Rs. , as already ordered." If the objection statement have gone out, a copy of the new slip should be sent to the treasury officer, though without the explanation on the reverse; the treasury officer will return all such slips with the objection statement in justification of his neglect to take the action required by the original order, and note will then be made in the adjustment register and the objection book.

8. On like slips should be notified short payments or over-deductions; they should be noted, too, for future guidance in the objection statements, but need not be entered in any money column of the objection book, for the audit department has done its duty when it has warned an officer that he has a further claim, and cannot compel him to prefer it.

Objection Book.

9. The objection books (of which there must be one for each treasury account) are the permanent office record of instructions which have been entered in the objection statements, prepared upon the examination of each list of payments and of the cash account. But, besides these objections, it contains also notes (1) of all amounts charged under Advances Recoverable, (2) of all

amounts credited or debited to Suspense, and (3) of items adjusted but not cleared, even though not objected to. It is in Form 103, having the heads noted in the margin, of which the first two have corresponding ledger heads; the others have not. Entries pertaining to two months' accounts should not be entered on the same page, though of course, where objections are numerous, those of one month may occupy more than one page.

Advances Recoverable.
Suspense Account.
Items adjusted but awaiting final clearance.
Service Payments for recovery.

10. Every objection should be described in such a manner as to obviate the necessity of any further reference to the voucher for information. It will generally be found that each can be stated in a single line; if more space be taken, it will be well to rule a line across the adjustment columns in order that each adjustment may be more readily seen. The amount of entries which may not require action of the treasury officer, though noted for his future guidance (*e. g.*, overcharges of fund subscriptions or income tax), should not be posted in any money columns, and the money columns under "Mode of adjustment" may be scored through.

Advances Recoverable.

11. Under Advances Recoverable will appear moneys advanced under special authority and recoverable in cash, and sums overpaid on vouchers (*e. g.*, deposit cheques and bills) for which obviously the treasury officer is responsible: neither loans to municipalities or private persons made under orders of the Supreme Government and bearing interest, nor advances to cultivators (*takâvi*), nor advances to rest-houses (*bardashtkhana*), nor permanent advances, will appear here. Final payments must *never* be held under Advances Recoverable on the ground of want of vouchers or of sanction; the head will cover only items *really recoverable*.

12. This column will show also advances made elsewhere (see Chapter 33, Rules 20 and 21) and advances which enter through formal transfers in account; the

entries will thus differ from those of the classified abstracts by the amounts of these two classes.

Suspense Account.

13. Under Suspense Account are provided two columns, *i. e.*, one for credits and one for debits :

(*a.*) In the former will appear only sums shewn for credit to a debt head, but imperfectly described. A service receipt, of which full particulars are not given, must be taken to credit of the minor head Miscellaneous, under the revenue head to which it appears to belong. But such items must be most rare; nor does the fact that they have been so credited, and included in the aggregate receipts of the month, relieve the Accountant General of the duty of ascertaining by correspondence what their real nature is, and of transferring them to credit of the proper head by debit to the one originally benefited; they may be made the subject of special correspondence with district officers, but must, in all cases, be noticed in the objection statement, and their amount entered in that column of the objection book which is headed "Items adjusted but not finally cleared."

(*b.*) In the debit column will appear items of charge, for which such particulars are not given as will enable the account office properly to classify them; it is not necessary to say that a debit under this head so caused reflects great discredit on the treasury officer concerned.

14. Further, the debit columns will accommodate charges written back on disallowance from accounts current, yet not susceptible of final adjustment against some other head.

March's consolidated account is despatched on 30th April; the district objection books are by that time closed, and their balances carried forward to the forms prepared for the new year; but afterwards it may be found necessary to write back to debit of Suspense an item debited to another department. The entry, with full particulars, should be made in the objection book of the month then current, but the amount, with a reference to this entry, should be entered at the foot of March's page, in order that it may be included in the final totals, and that the total of the outstandings of the several districts (as reported to the Comptroller General under paragraph 30) may agree with the total on the books.

Items adjusted awaiting clearance.

15. The third head will contain those items to which technical objection is taken, unexplained receipts (see Rule 13*a*), payments on abstract contingent bills, not covered by countersigned bills, and, in fact, all items which cannot be finally admitted in audit. It will be observed that this column has no corresponding ledger head, and consequently any item which appears in it must have been taken to some prescribed head of account, the entry here being nothing more than a reminder that it has only been provisionally adjusted.

If registers of deposit receipts do not arrive in time for audit before closing the objection book, the amount shewn in the cash account should be noted in the third column of the objection book; but no entry need be made in any money column. When registers of payments are not forthcoming, their amounts should be dealt with in the same manner. Particular care must be taken to write off these objections when the registers are received.

Cash remittances, even though a complete voucher is absent, should not be entered in the objection book at all, as a separate register is provided for them. Deficiencies in such remittances will, however, come in ordinary course into the objection book as "advances recoverable" (see Chapter 28, Rule 23).

If an item is supported by a voucher imperfect only, in that it requires, and does not bear, a stamp, it should be entered in the objection book and statement; but no amount need appear in the money column.

Service Payments for Recovery.

16. In the last column will appear all sums taken against service heads for which orders of recovery have issued. For, when a payment is made on account of a completed service on a proper voucher, the fact of the payment is not altered because some portion of it may have been over-paid. The payment must be accepted, and must be recorded as a charge against the grant for which it was made; but at the same time it should be recorded as under objection.

The amount of gratuity to be refunded by a person re-employed (C. P. C., 96) may be noted in this place. Recoveries will be taken at once to XIX. Superannuation Contributions, although the gratuity may have been paid under the orders of, and from a treasury belonging to, another Government.

Adjustment Register.

17. As the objectionable items are adjusted in whole or in part—

> Advances by credit to advances recoverable;
> Suspense by credit or debit to that head;
> Uncleared items, by being cleared;
> Service payments for recovery, by recovery, or by removal of the objection;

the adjustment is to be posted in the adjustment register (Form 104), and also against the original item in the objection book.

The mode of adjustment adopted with reference to each item will be shewn in the column "How adjusted," and the Superintendent will initial each entry in proof of his having examined and found it correct in every particular.

If an advance or suspense item charged in district A, is recovered in district B, the adjustment of it must be recorded in the adjustment register and objection book of district A only.

18. In the objection book, in the columns of *amount* under "mode of adjustment" will be entered each successive fragment disposed of; each entry in the adjustment register must have its distinct answering entry in these columns, and both entries will be initialled by the officer in charge at the same time.

In the case of objections against which no amounts are entered in the money columns of the objection book, those of the adjustment register should also be blank.

The entry in the objection book of each adjustment may be certified by the initials of the Superintendent, on condition that the entry is made in the adjustment register clearly, and in all cases in which the order communicating the objection has not been fully complied with, on the authority of an order signed by the gazetted officer in charge; the gazetted officer will, of course, review not only the objection book, but also the adjustment register at frequent intervals.

19. If, in the case of items awaiting clearance, a real objection is afterwards found to exist (*e. g.*, recovery is ordered of part of the charge), only the part cleared will be entered, and the rest will still remain outstanding till disposed of. Care must be taken that the real objection when found is duly communicated to the

treasury or other officer, though it is not the subject of a new entry in the objection book.

But, if the explanation of the item shews that it belongs to the "Advances Recoverable" or "Suspense" class (*e. g.*, a deposit re-payment is objected to for want of a voucher, which, when it is received, turns out to be for a less amount than the charge), the item will be adjusted so far as regards the column "Awaiting clearance," but again be brought on the objection book, in the new month, under "Advances Recoverable," or "Suspense;" reference will be made both in the adjustment and in the new objection to the transfer entry by which the amount is charged to the new head.

Recoveries in Cash.

20. A recovery on account of an over-payment will be treated differently, according as it is made in cash or by short payment on a voucher, and according as the recovery is made in the year of the over-payment or in a later year.

(*a.*) If recovered in cash in the same year, it will be taken in the first instance to cash recoveries, and appear under that head in the classified abstract and the detail book. Hence, through the medium of the transfer book, it will pass to credit of the *detailed* head of charge, which was wrongfully debited in the first instance.

(*b.*) If the recovery be made in cash in a later year, the amount will be credited directly to miscellaneous receipts of the corresponding revenue head, or (if there be no such corresponding revenue head) to XXI. Miscellaneous.

A sum charged against a service head, but placed under objection, was recovered before the final account for March of that year was submitted; thereon the Accountant General, by a transfer entry, removed the original charge to the head Advances Recoverable, so that the true charge for the year only was left against the service head, while the charge against the debt head was adjusted by the credit already given to it on the recovery; this course was approved, but the transfer entry relieving the service head must be passed by the Accountant General *himself* after he has satisfied himself that the recovery has been really made and carried to credit of Advances Recoverable.

Recoveries by short payment.

21 (*a.*) If the recovery be made in the same year by short payment of an item chargeable to the same detailed head, no adjustment is necessary; the short payment and short charge in the classified abstract and the detail book, on the later voucher, is a set-off against the excess payment and charge on the earlier.

(*b.*) If the recovery be made in the same year by short payment of an item not chargeable to the same detailed head, adjustment between the heads concerned must be made through the medium of the transfer book.

(*c.*) If the recovery be made by short payment on *any* voucher in a later year, the full amount must be charged against the grant, and the recovery carried to credit of miscellaneous receipts as above.

Also see note under last rule.

It will be remembered that "Cash Recoveries" is only an adjusting head in the books, and that it is cleared, as fast as it is credited, by transfers to credit of other heads.

Closing of Objection Book.

22. After despatch of the objection statements on the second list of payments and the cash account, the money columns in the objection book should be totalled, the forward totals of past months should be added, the totals of adjustments should be made in the adjustment register and entered in the objection book, and the balances be struck and carried forward to foot of the next page, whereon in due course will appear the entries of the next month. The Superintendent will sign the certificate at foot of the page of the objection book for each month.

The difference between the totals under Advances Recoverable in the objection book and in the classified abstract is explained in Rule 12. In the same way, the totals under Suspense differ by the items written back on disallowance from accounts current (Rule 14). There will also be differences when an item adjusted in the accounts of one district is entered in the adjustment register of another (see note under Rule 17).

The outstanding balance in each column of the objection book is to be carried forward from month to month and from year to year.

Broadsheet of Balances.

23. At the close of each month, the balance shewn as outstanding in each district (and other) objection book on account of each of the two heads, Advances Recoverable and Suspense, should be posted in an annual district broadsheet, in order that the total of the month's column may be agreed with the ledger balance. The form would have one column for the names of the districts, and twelve for the months.

Watching and Testing.

24. The objection books must be very closely watched both by Superintendent and by gazetted officer. The Government of India has ordered that they shall receive constant attention from the Accountant General or his Deputy Accountant General, and declared that it will "hold both especially and personally responsible" for this duty, and, in order that it may be able to watch their discharge of it, requires that an annual report on outstandings be submitted to the central office of account. An objection once entered in the objection book can be removed only under the initials of a superintendent, even though the objection statement have not been actually despatched.

Abstract of Objections.

25. For this purpose a running abstract in Form 105 must be attached to each objection book. The entries in the first column against the balance will be posted at the opening of the book, the others at the closing of each month. The adjustments of each month should be distributed from the information in the adjustment register, and posted in their proper column at the time of closing the book for the month.

Annual Review.

26. As soon as the last objection statement of the year, for any district, is received back, and disposed of, the objection book for the past twelve months should be examined, and the items not yet adjusted posted in an "annual review" statement, of the same form as the

objection statement. The necessary orders upon each item being recorded (after consideration of any correspondence which has already taken place), the statement should be issued to the treasury officer, and disposed of under the rules which apply to objection statements. Second and subsequent review statements may be necessary until the items are all disposed of.

Preparatory to the annual review, it is convenient to have regular reviews, on the same plan, for each quarter, or half year, or at irregular intervals as there may be leisure to take them up. Each review statement disposes, up to date, of a number of objection statements, and substitutes a simple and convenient record for a bundle of statements, vouchers, and correspondence.

List of Outstandings.

27. Calling the successive years, for shortness sake, A, B, C, &c.;—at the beginning of year C, a list should be made up for each district, of all the items belonging to year A or previous years, in chronological order (that is, in the order in which they appear in the objection book) and in the same form as the objection book. The totals of each district list should equal, and must be compared with, the balance brought out at the top of the last column in the abstract prescribed in the last paragraph; the comparison should be made and initialled by the Superintendent.

28. To make a further reconciliation with the ledger balance, this list will be continued by entering the amounts only (without any description) of the unadjusted advance and suspense items which appear in the objection book of year B, and the totals in these columns thus made will be agreed in each case with those stated in the March column of the broadsheet prescribed in Rule 23, of which the total should be the same as the ledger balance.

29. Of these statements the office copy will, along with the objection book of year B, and the new objection book of year C, be used for record of adjustments made during year C,—the objection books of year A (and earlier years) being put away. The total closing balance of the book of year B, after agreement with the total closing balance of the abstract attached to it (see Rule 25), will be entered as the opening balance of the abstract attached to the book of year C.

Annual Report.

30. Second copies of the district lists of outstandings (omitting the additional entries of the advance and suspense items of last year) will be stitched together, so as to make a complete return for the whole province. The necessary explanations of delay in adjustment will be written across the adjustment columns, and the return thus prepared submitted to the Comptroller General, as the annual report required by Rule 24.

In preparing the copies for the Comptroller General, a separate sheet or sheets should be set apart for each year of each district; a separate total being made for each. The sheets should then be arranged by years, all of the earliest year coming first, then all of the next, and so on. A covering broadsheet should shew the totals of each sheet or set of sheets, the districts being named in the left-hand margin; and a separate column being given to each year, and to the total.

Chapter 48.—Classified Abstract.

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Procedure in Posting	4	Objections and Adjustments	11
Quotation of Vouchers	5	Examination	12
Fund Deductions	6	Completion	13
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This Chapter does not, for the most part, apply to Madras and Bombay, where classified accounts are still received from treasuries.

Form of Abstract.

1. The classified abstract in which all the particulars relating to the accounts of a treasury for one year are from month to month collected, is composed of several parts:—

First, on receipt side—

(1.) Memorandum of objectionable items shewing on horizontal lines for each month the opening balance, addition, total deduction, and closing balance (both in respect of number and of total amount) of objectionable items.

(2.) General statement of account shewing similarly the opening balance, receipts, total expenditure, and closing balance of the treasury officer.

(3.) Office memorandum, shewing similarly by whom abstracted, by whom examined, when made over to compilation department, by whom and when posted.

(4.) Detail of receipts, in vertical columns, for each month, with progressive totals after 4, 6, 8, 10, and 12 months. The lower part of the page is kept blank for record of the detail of items composing a single entry, when the number is too large to admit of quotation of the vouchers in the allotted space.

(5.) Pages set apart for detail of subscriptions to several funds, shewing month of credit, name and designation of subscriber, period and details of subscriptions.

(6.) Schedules of advances recoverable, suspense account, and permanent advances, shewing month, nature, and amount.

(7.) Schedule of recoveries from payment vouchers.

(8.) Abstract of receipts by major heads.

On the disbursement side—

(9.) Detail of disbursements in vertical columns, of which the first shews budget grant, while subsequent ones shew months (divided for first and second lists, with space for quotation of vouchers) and progressive totals as above under (4).

(10.) Abstract of disbursements by major heads.

After the vertical columns of 4, 8, 9, and 10 are columns for posting transfers, so as to bring out the net total of the year, which passes into the account.

Heads of Classification.

2 (*a.*) The list of heads of classification prescribed for observance will be found in Part VI of this Code. Changes of classification made by the Government of India are ordinarily communicated to Local Governments and to the Account Department simultaneously.

(*b.*) In the Classified Abstracts, the heads will be arranged in the following order :—

1. The major heads in their numerical sequence, with the imperial minor heads subordinate to each.

2. The major heads, repeated, with the provincial minor heads subordinate to each.

3. The major heads, again repeated, with the local minor heads subordinate to each ; or, if more convenient, the figures of each local fund may be stated separately in order of major and minor heads under each.

4. The debt and remittance heads.

Uniformity.

3. Exact uniformity in words and (subject to differences of distribution between imperial, provincial and local, as described in Rule 2,) in arrangement in major and minor heads must be observed : no minor head may be introduced without previous sanction ; and, if any be omitted from any forms or statements because it is not used locally, special watchfulness is necessary to prevent wrong classification of unusual items. With regard to detailed entries, however, the Accountant General has wider discretion ; he may not, indeed, transfer one to a different minor head than that under which it appears in the list, nor should he alter the

arrangement, but he need not open all the prescribed ones, and he may open more; only for the sake of uniformity he should consider whether one of the heads recommended does not represent the one he desires to use, and, if he be sub-dividing one when printing new forms, he should bring the new one in next after the head from which he is separating it.

Any alterations proposed to be made in the printed heads should, with necessary explanations, be communicated to the Comptroller General, when the new forms are being sent to press.

At Bombay, a separate detailed head may be opened under each minor head for payments of leave allowances, &c., to officers of other provinces.

Procedure in Posting.

4. The district auditor, when he has completed the audit of the vouchers with which he deals himself, will recover the pension and gazetted officers' pay bills from the auditors in those sections, arrange all the vouchers belonging to the current list of payments in order of major and minor heads, compare them again with the list, entering in the remarks column the major and minor heads to which each belongs, and proceed to post the classified abstract.

The receipt side must be posted from the original cash account, the remarks column being first filled up with the necessary notes of classification; and the account should be examined as to correctness of form, method of entry, and verification of balance, and initialled by a gazetted officer before it is posted into the classified abstract.

After the classified abstract has been posted, the vouchers can be re-arranged in numerical order, if it be thought safer and more convenient for their final deposit in the record room.

Quotation of Vouchers.

5. In abstracting payments, the number of each payment voucher must be clearly recorded, so that it may be easy to trace out at once the entry in the district accounts on which that in the abstract rests, or the voucher supporting it. In those cases, however, where the details are included in schedules, the number or letter of the schedule should be quoted in the column

" No. of Voucher," and, if receipts or payments under any head are numerous, and are not detailed in a separate schedule by the treasury officer, they should be detailed in the blank space at the foot of each page, see Rule 1 (4), in order to avoid crowded and confusing entries in the classified abstract.

Fund Deductions.

6. The abstract will shew, as final charges under the several service heads, all payments actually made and charged in the lists, without distinguishing vouchers objected to from those that have been admitted. The gross amount of every voucher must be shewn in it as a payment under the proper service head, and the deductions made therefrom on account of subscriptions to Service Funds, &c., must be recorded at the same time on part 5 of the abstract in the detail for which the form provides, so as to facilitate the preparation of the certified lists of fund recoveries which are to be furnished monthly to the several Secretaries.

If a wrong payment in the same year be recovered by a short payment on a new voucher, the latter will be taken net, even though it go against a different budget head from the first; adjustment between the two charge heads of the recovered excess must be made by a transfer entry. (See Chapter 47, Rule 21*b*).

Test of Totals.

7. When all the vouchers of either list of payments have been posted, the column relating thereto should be summed up, and, if the working is correct, the total of the column will agree with the total of the list after abating from the former the aggregate amount shewn as deductions from the vouchers to credit of service funds.

Completion of Receipts.

8. When the vouchers of both lists have been abstracted, the total amount received during the month on account of each fund must be posted in the receipt portion of the abstract as an addition to the local receipts credited in the treasury officer's cash account.

Accordingly, all receipts on account of Bengal, Madras, and Bombay service funds, will, in the accounts of other Governments, be credited under the respective Governments of India, Madras, and Bombay; while the accounts of the Government of India in respect of subscriptions to the several Bengal funds, and those of Madras and Bombay in respect of subscriptions of service funds of those presidencies, will exhibit such receipts under the general local head of Service Funds.

Abstract of Totals.

9. For the proof of the accuracy of the month's entries in the abstract, both of receipts and payments, an abstract of totals is provided in Parts 8 and 10 of the Form. The totals of the major heads will be carried to the abstract of totals, and will check the aggregate of the details as shewn in the body of the abstract.

The minor head total can be made in pencil, or in red ink, in the column for the totals of the detailed heads in Parts 4 and 9.

Balances.

10. The next stage in the completion of the district classified abstract is the preparation of the statement of the treasury officer's account in the second part of the abstract. The opening and closing balances will be entered by the district auditor after comparison of the figures given by the treasury officer with the closing balance of the previous month's account and the cash balance report for the last day of the current month; the aggregate of the month's receipts and payments will be filled in from the abstract itself, after it has been tested in the manner above pointed out.

Objections and Adjustments.

11. The particulars to be entered in Parts 6 and 7 will then be gathered chiefly from the objection book and adjustment register, care being taken that they work up to the totals recorded in Parts 4 and 9. Lastly, in the space for items under objection (Part 1 of the Form), will be entered from the objection book the balances brought forward from the past month; from the objection

book the amounts placed under objection in the course of the month; from the adjustment register the amounts adjusted during the same period; and, the balances having been struck, the auditor will then place his signature in the third part of the form.

Examination.

12. On completion, the abstract, accompanied by the cash account, lists of payments, vouchers, and all supporting documents, should be made over to the abstract examiner, whose duty it is carefully to check classification before transferring the abstract to the poster of the detail book. The number of abstract examiners will be determined with reference to the work to be performed, but they should be selected from among the more experienced assistants, to secure the efficient discharge of this important work, which is simply an examination of the classification of every item of receipt and charge, not a re-audit of accounts and vouchers, or even scrutiny of the genuineness of the latter. Any error passed by the examiner leads to inaccuracy in the accounts in the first instance, and can only be corrected by the troublesome process of a formal transfer entry.

Where the system of working by groups is carried out to the fullest extent, the examiner will be the senior auditor of the group, and will be responsible for its working from beginning to end; he should not, as a rule, post the classified abstract himself, as the operation will be mechanical if the vouchers have been properly prepared, and further it is desirable that the completed work should pass under the review of a second person. The abstract, however, should be accepted only on his attestation.

Completion of Abstract.

13. When the classified abstracts are received back from the compilation department after the posting of the figures for the 4th, 6th, 8th, 10th and last months, the Treasury Account Department will post the progressive total columns for the service heads; and opportunity may then be taken to review the contingent expenditure as directed in Chapter 36, Rule 4.

The budget figures should be posted in the classified abstract by the budget department, as soon as the distribution of grants is effected. No greater detail, however, is required than is indicated in the second note under Rule 2 of Chapter 5.

14. After making up the progressive total for March, the entries in the column headed Transfers will be worked out. The details of all transfers made up to date will already have been entered in red ink (Chapter 56, Rule 6) against the heads affected by them; and now the net amount under each head will be posted in the transfer column, and the progressive total of the year corrected thereby. The classified abstract, as thus completed, is a record of the whole receipts and expenditure of the district concerned, and should be used as such in the compilation of returns, statements, &c., required for various purposes.

Chapter 49.—Presidency Payments.

Audit	2	Outstanding Cheques	11
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1. Claims upon Government, payable at Presidency towns and provincial capitals, are for the most part submitted to the local account office for pre-audit, and are paid (except in the case of small amounts) by an order upon the local bank or branch bank.

The rules in this and the next two chapters apply only to the account offices at Calcutta, Bombay, and Madras; the system of pre-audit, as sanctioned for other provincial capitals, is described in Chapter 52.

Audit.

2. The Presidency audit section is divided into two distinct and independent portions: one engaged in the audit, the other in payment of claims of all civil departments in the Presidency town.

The Presidency audit department in Calcutta pays the claims both of the India and of the Bengal portion of the accounts. The net amounts paid on account of India are charged in the Bengal accounts to account current with the Government of India, and the amount in the India accounts is taken to debit of service heads by credit (1) to Bengal for net payments, (2) to revenue and debt heads for fund and other recoveries.

3. The audit branch is provided with registers (including objection book) precisely similar to those used for the vouchers received with treasury accounts, and conducts its examination on the same principles and with precisely the same formalities. The recovery columns of the objection book will, of course, be blank. After bills have been examined, recorded and passed, they are returned to the claimant for presentation to the payment branch, after being duly receipted, and, if necessary, stamped.

In Calcutta, the arrangement is that, in exchange for every bill presented, a brass ticket bearing a number should be given by the receiving clerk in the pre-audit section; this number is noted by him on the bill, which is not returned to the payee but transferred to the payment section, where the number is noted from the bill on any cheque prepared for its payment. The cash is paid, or the cheque is given up, only to the person who presents the brass ticket and gives particulars as to the amount and payee of the bill. In this case the bill is, of course, receipted and stamped by the payee before presentation to the pre-audit section.

The audit of the bills of gazetted officers and pensioners paid at district treasuries may, if convenient, be entrusted to the Presidency audit section; but care will, of course, be taken that bills, so submitted for post-audit only, be not mixed up with bills presented for pre-audit and payment.

Payments by Cheque.

4. Should the claim exceed Rs. 100, it will be presented to the cheque writer, who will prepare a cheque for the net amount in the following form, putting his signature after the word *entered*. He will note the number of the cheque conspicuously on the bill, enter the payment in the register of cheques (Form 106), and lay cheque and bill together before the Assistant to the Accountant General. This officer, after satisfying himself that all requisite forms have been observed, will sign the cheque and stamp the bill *paid*.

No. No. *Not payable at the Bank of after 1 o'clock on Saturday, or after 3 o'clock on other days.*

Pay to the 187

Bank of

Rs. Pay to or order

Rupees

Entered.

and debit the same to the drawing account of the Accountant General.

Rs.

Asst. to the Acct. Genl.

When two or more bills are payable to the same person, a single cheque should be issued for their aggregate amount.

Duplicates of lost cheques have, in some cases, been issued on forms differing from originals only, in that the word duplicate is printed across them in red. See Chapter 8, Rule 11.

In certain cases of supply of funds to public officers who have an account with the bank, a write-off is given by the Assistant to the

Accountant General in a form similar to that reproduced in para. 10. It is entered in the cheque register only.

Payments in Cash.

5. Claims not exceeding Rs. 100 will be presented to the cashier, who, if the voucher be in order, duly passed and receipted, will stamp the bill *paid*, pay the net amount, and enter the payment in his cash register (Form 107).

6. For the payment of these claims a fixed imprest of Rs. 2,000 is allowed, and, if this runs short during business hours, a cheque may be drawn to replenish it in the form given under Rule 4. The voucher for this cheque will be as follows:—

MEMO.

187 .

Cheque No. drawn for cash paid

Rupees
Rs.

Asst. to the Acct. Genl.

Before issuing such a cheque it will be well to total the cash register, and note on the voucher above described that it covers all cash payments up to " o'clock;" but, on a day on which small payments are expected to be numerous and soon to exhaust the imprest, a further amount may be imprested by a cheque when office opens, and, if the result be that the cash balance at the end of the day be not reduced to the amount sanctioned for the fixed imprest, the fact must be reported to the Accountant General, and the surplus shewn separately on the final agreement slip. (Rule 9.)

Closing for the day.

7. At the close of each day the amount of the fixed imprest must be made up by a cheque drawn by the Assistant Accountant General in his own favor, so that the cashier may always close with a balance of Rs. 2,000 in cash or cheques; and the amount of cheques issued will represent the total payment of the day, whether by cash or by cheques.

8. The officer in charge should take up the register of cheques with the cheque book, and ascertain that no more forms have been removed than are accounted for by entries in that register. He will initial the counterfoil of the first unused form (the first to be used on the next day), and by turning back to the last initials

(those on the first used form of the expiring day) will ascertain how many forms have been removed.

9. The entries in the cheque and cash registers (Forms 106 and 107) should be summed as each column is filled up. A final total should be made at the end of the day, and the vouchers, with a memo. in the following form showing the aggregate amount of the payments, should be forwarded to the account section, the cheque and cash memos. and vouchers being kept distinct. Ordinarily, a single memo. for each class, prepared at the close of the daily payments, will be sufficient; but, on days when the payments are numerous, it is convenient to make up the totals and forward the vouchers two or three times during the day, and when more than one memo. is thus prepared, the aggregate amount paid from the commencement of business must be shewn in each.

CHEQUES (OR CASH).

Amount of vouchers paid at o'clock, Rs.
vouchers for Rs. sent already.
vouchers for Rs. sent herewith.

187 .

Asst. to the Acct. Genl.,
in charge Presidency Audit Branch.

Agreed.

187 .

The amount of the cheques issued in replenishment of the fixed imprest must be excluded from the aggregates reported in these slips.

The Assistant to the Accountant General need not, of course, count the vouchers before signing the slips, nor is it absolutely necessary for him to await the return of one such slip before forwarding another packet of vouchers.

It is not necessary to lay before the Accountant General any but the slips reporting the aggregate payments of the day, though the total payments, if unusually large, should be reported from time to time, in order that he may feed the drawing account if necessary; the vouchers, if numerous, are transferred in parcels at intervals, in order that the check list described in Chapter 50, Rule 1, may be written up more promptly.

Drawing Account.

10. An account, entitled the drawing account of the Accountant General, is opened at the Presidency bank:

it is fed by amounts transferred from the general account under authority of writes-off in the following form, and is held disposable to meet the cheques of the Presidency audit department. The amount of such a write-off will be debited in the bank's daily account, and will be credited in a pass-book, which will be forwarded by the bank daily for examination, along with the paid cheques charged off therein.

Write-off No. No. , the 187 .

To Secretary and Treasurer of the Bank of

day of WRITE-OFF from the general account of the Accountant General to the Government of and CREDIT the drawing account

187 . of the Accountant General with the sum of Rs.

Rs. Rs.

Accountant General.

Outstanding Cheques.

11. The paid cheques returned daily with the bank's pass book should be taken up with, and ticked off in, the cheque register (Form 106), and from this a list of outstanding cheques (showing number and amount) should be made up and totalled.

If any cheque appears to be unduly long outstanding, enquiries regarding it should be made of the holder; and if it cannot be traced, it may be stopped, and the charge which it represents cancelled and adjusted. The number of the cheque in the outstanding list will sufficiently indicate any such exceptional cases.

Accountant General's Cash Book.

12. The officer in charge of the Presidency Audit department issues cheques in satisfaction of claims on the Government, after satisfying himself of their validity, without regard to the amount that may be disposable to meet his cheques. Though no more should be written off to the drawing account than is really required, care should be taken that a sufficient sum is at credit to meet the cheques drawn; and it is desired, therefore, that the control of the drawing account at the bank should be maintained by the Accountant

General in person, and that any unusually large payments should be reported to him from time to time during the day.

There is no objection to the issue of several writes-off in the course of one day.

13. The necessary control over the drawing account will be maintained by means of a cash book in Form 108, which should remain in the personal custody of the Accountant General. Writes-off should be posted in it, on issue, in detail of No., date and amount, and in the column of payments there should be shewn daily the total amount of the vouchers paid by the Presidency audit department, both in cash and by cheques, as reported in the daily slips mentioned in Rule 9. The next column is to be filled up by adding, to the figure stated in it under the previous day, the "amount of writes-off" entered in the first money column, and deducting the "total payments" entered in the second, the amount thus deduced being the balance of the drawing account as it would stand if all cheques issued had been paid.

14. The actual balance, composed of the bank balance reported in the pass book, *plus* the Rs. 2,000 in the pay-room, is to be entered in the fifth or last money column, and clearly it should be in excess of the balance entered in the third money column by the amount of cheques outstanding unpaid. This excess will be entered in the fourth money column, and will be tested daily against the total of the outstanding list mentioned in Rule 11.

Office Record.

15. The book department will maintain a record of the operations on the drawing account by posting, in inner columns of the ledger account of "pre-audit cheques," (1) on the creditor side, the amount of cheques issued every day as reported upon the daily slips covering the vouchers (Rule 9), and (2) upon the debtor side, the amount of cheques paid as reported in the pass-book sent by the bank. These totals will necessarily tally with the monthly entry coming up through the journal. The balance of the head should be tested every month against the list of outstanding cheques.

Chapter 50.—Presidency Abstract.

Receipt of Vouchers . .	1	Abstract of Daily Totals .	4
Detail Book	2	Monthly Abstract . . .	5
Register of Deductions . .	3		

Receipt of Vouchers.

1. On receipt in the account section of the vouchers with the covering slips or memos. (Rule 9 of last Chapter), no time should be lost in checking the total of the payments, which can be most conveniently and expeditiously done, for record and future reference, by entering the amounts of the several vouchers as they are received in a printed form of list (Form 109), the vouchers paid by cheque and those paid in cash being entered on separate parts, and the total amounts brought together at the close of the day. When found correct, the slips should be signed as "Agreed" by a responsible officer, and returned to the Presidency audit branch as an acknowledgment for the vouchers made over.

In the Calcutta office, the India vouchers are made over to the Comptroller General's Office, which deals with them in accordance with the rules in this chapter. The net amount is debited to India in the Bengal accounts. See Rule 2 of Chapter 49.

Detail Book.

2. As soon as the examination of a day's payments is completed, the vouchers will be sorted according to budget heads for entry in the detail book (Form 110), which will be opened for an entire year, sufficient space being provided under each head for the consecutive entry of 12 months' transactions. Separate folios are to be assigned to each minor head, and under each will be provided a separate column for each of the prescribed detailed heads. The particulars must be carefully entered, and must be checked at the close of the day by a second clerk, who will put his initials against the

daily total of net payments. On entry in the detail book the vouchers appertaining to each head should be numbered in a separate annual series and filed accordingly; the number of each will be noted in the last column of the detail book.

Register of Deductions.

3. After the detail books are posted, the bundles of vouchers pertaining to each minor head will be transferred to a clerk, who will from them post the register of deductions (Form 111); he will enter the name of every person from whose pay any fund subscription is deducted, and in the proper column the amount deducted on any account, in order that the lists sent to the Secretaries of the several funds may be extracted without further trouble. The several entries in the last column should be agreed day by day with the totals of the deduction columns in the detail book, and the initials of the examiners set against the corresponding entries in each book. Forward totals of each column should be carried forward to the end of the month.

Abstract of Daily Totals.

4. When the whole of the vouchers of a day's payments have been posted, the net payments of the day under each head should be summed up and the total entered in the column "daily net total" under each heading. As a test of the accuracy of the postings, as well as for purposes of consolidation, the daily net totals under all the headings will be brought together in the abstract of daily totals (Form 112). Each of the columns of this abstract will be appropriated to the transactions of a separate day, and the total of a column will therefore represent the aggregate of the day's payments, and should be checked with the total of the rough list of vouchers (Form 109).

Monthly Abstract.

5. At the end of a month all the columns of the detail book should be carefully totalled, and the sum of the monthly net payments under each head checked

with the cross totals made in the abstract of daily totals; when the correctness of the totals has been thus ascertained, the monthly abstract (Form 113) should be posted from the detail books, the gross total of each detailed head of charge being transferred to the column of gross charge over against the name of the detailed head, and the columns for deductions and net charge being filled in from the detail books, but only in aggregate for each minor head.

6. The total of the column of deductions must be agreed with the total of the register of deductions, and this latter should then be appended to, and form part of, the monthly abstract. The usual enfacement regarding objectionable items will also be made in the proper part of the abstract.

7. The abstract thus completed becomes a schedule of the monthly abstract of the bank account, into which its total figures will be posted as directed in Rule 6 of Chapter 51.

Chapter 51.—Bank Sheet.

Bank Account	1	Monthly Abstract	5
Daily Sheet	3	Pre-audit Transactions	6
Audit	4	Completion of Abstract.	7

Bank Account.

The receipts of Government which are paid into the Presidency banks, and the payments on Government account, other than those which are effected by a cheque or order on the drawing account, are taken to the general account of Government at the Presidency bank, which is operated upon under orders of the Accountant General.

2. The Accountant General should see that on all printed and manuscript forms or documents used in connection with Government business at the Presidency banks of Bengal, Madras, and Bombay, or their branches transacting such business, the words "general treasury," or "Her Majesty's treasury," are never used, as those words do not correctly represent the relation of Government to the Presidency banks. Any other erroneous expressions, which misrepresent that relation, should be carefully avoided by the civil account department, by all officers of Government, and by the banks themselves.

Daily Sheet.

3. From the bank is received each day—

(1.) The pass book shewing the totals of the receipts and payments, which should be returned to the bank with the Accountant General's initial, after verification against the following account, and transcription in the office copy.

(2.) An account of the receipts and payments, entered generally (as far as the bank can conveniently do so) the classification adopted in the Government accounts.

This statement is more conveniently rendered in manuscript than in a printed form, as the number of items is usually few, but the number of possible headings very numerous.

(3.) Schedules giving further details of items entered in the accounts under heads which require special treatment in the account office, (*e.g.*, bills, military receipts, interest-payments, &c.)

(4.) Vouchers supporting the receipts and payments.

(5.) A balance statement, shewing that part of the balance of the Government account, which the bank claims to hold in a form not immediately disposable (foreign circle notes, small coins, &c). On this statement it is convenient to add a memorandum of large items of liability, such as Secretary of State's bills, &c.

Regarding foreign notes excluded from the balance, see Chapter 27, Rule 10.

The bank is entitled to charge interest if the balance falls below a fixed amount.

Audit.

4. The vouchers and schedules are to be dealt with, and the payments to be audited, in the same way as if they had come with the treasury account, and an objection book must be kept in which to enter payments and receipts classified as advances recoverable, or placed under suspense. The other two heads of the objection book will very rarely receive entries.

Monthly Abstract.

5. The items in the account, after being verified against the vouchers and schedules, are to be posted in a daily abstract, in such form as will admit of the daily entries under each head being totalled, so as to form a classified abstract for the month.

The form of daily abstract in use varies in the different offices. In Madras, where the number of transactions is small, it is found sufficient to post daily only the totals under each major head (and a few minor ones), and to compile the monthly abstract from the vouchers (which are daily arranged by major heads) tested against the totals made up from the daily abstract.

Entry of Pre-audit Transactions.

6. The amount of writes-off to the drawing account should be the last entry on the payment side of the monthly abstract of the bank account, and the total should be made below it. After the totals, the entries,

shewn below, will be posted in continuation of the abstract.

On the receipt side:

TOTAL ...	Rs.	00	
PRE-AUDIT CHEQUES—			
Cheques issued		00	*a*
SERVICE FUNDS AND OTHER RECOVERIES—			
As per Presidency abstract ...		00	*b*
TOTAL RECEIPTS		00	*A*

On the payment side:

TOTAL RS. ...		00	
Deduct writes-off to drawing account ...		00	*c*
NET TOTAL ...		00	
PRE-AUDIT CHEQUES—			
Cheques paid		00	*d*
SERVICE AND OTHER PAYMENTS—			
As per Presidency abstract		00	*e*
TOTAL PAYMENTS ...		00	*B*

The figures *a*, *b*, and *e* are the totals taken from the third, second, and first columns, respectively, of the Presidency abstract (headed "Net charge," "Deductions," "Gross charge"); *d* should be taken from the ledger (Rule 15 of Chapter 49); *c* should be taken from the Accountant General's cash book; but it should also equal the entry of the same item (immediately above) made up from the bank sheet.

Completion of Abstract.

7. A memorandum of the amount under objection will be entered in the proper part of the abstract; the figures should be taken from the objection book prescribed under Rule 4, and should not include those of the Presidency audit objection book, which are separately stated upon the Presidency audit abstract.

8. The general statement of account will also be posted in its proper columns (Chapter 48, Rule 10). The receipts and payments shewn in it are (as in the case of district classified abstracts) the totals marked *A* and

B in Rule 6; and the closing balance should be stated in the following detail :—

Balance of general account	.. ...	Rs. 00
,, of drawing account	... ...	00
Cash and cheque in Presidency audit department		2,000
TOTAL BALANCE	...	00

The first two figures being taken from the bank's pass-books or balance reports, the last from the cash balance report of the assistant in charge of the Presidency audit department.

9. The monthly abstract, thus completed, will be handed over to the compilation department, together with the Presidency abstract.

Chapter 52.—Pre-audit at Provincial Capitals.

Pre-audit 2
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Daily Schedule . . . 5
Abstracting 6
Second plan, Cheques . . 8
Daily Schedule . . . 10
Abstracting 11
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1. At provincial capitals, other than Calcutta, Bombay, and Madras, it has been arranged that the claims of civil departments shall be presented at the account office for pre-audit, instead of coming up through the local treasury accounts for post-audit.

Some classes of payments (as re-payments of deposits, municipal funds, &c.,) will of course be made at the district treasury without pre-audit; these are not included in the present instructions. Pension payments are also made at the district treasuries, and not by the account office.

Pre-audit.

2. The pre-audit department will carry out its audit exactly as prescribed in Rule 3 of Chapter 49, having a separate set of audit registers and a separate objection book. But, when the gazetted or pension audit for the whole province is combined with that of the pre-audit department, there need be no separation of audit registers in those branches.

3. When a claim is passed for payment, either—

(*a*) it will be enfaced with an order on the district treasury (or branch bank if the district treasury bank with one) for payment of the amount passed, and handed back to the payee; in this case sub-vouchers should first be withdrawn, being carefully put away so as to be re-attached when the voucher comes back paid; or—

(*b*) the voucher itself being retained, a cheque for the net amount passed for payment will be issued, and the voucher enfaced both with the budget classification (Chapter 32, Rule 7) and with the number of the cheque issued in discharge of it.

First plan—Enfaced Payment Orders.

4. If the first plan, that of enfaced payment orders, be adopted, the payment orders should bear consecutive numbers throughout the year, and should be posted in a list shewing (1) No. of order, (2) budget minor head (shortly), (3) amount, (4) date of order and of audit, (5) date of encashment.

Daily Schedule of Payments.

5. The orders paid each day will be listed in a separate schedule at the treasury, or, if paid at a branch bank, will be sent in a sealed cover to the treasury officer, with a separate schedule or list, along with the bank sheet; and the treasury officer, after noting on the schedule its agreement with the entry in his accounts, will send it on, together with the sealed packet of vouchers, to the Accountant General.

Abstracting.

6. The Accountant General, receiving these documents in the pre-audit department, will review them, mark them off in the list of orders, and transfer them to the treasury account department. There they will be arranged and posted in the district classified abstract, exactly as if they had come up along with, instead of in anticipation of, the district treasury accounts.

In the Rangoon account office, which has a separate account with the bank, the payments made on pre-audited vouchers are posted in the monthly abstract compiled from the bank sheet, and not in that of the Rangoon district.

7. In the enfacement of the district abstract regarding objectionable items, those of the pre-audit department should be added to those which arise in reviewing the district accounts.

Second plan—Cheques.

8. If the cheque system be adopted, every cheque at the time of signature will be entered in a list shewing (1) date, (2) No. of cheque, (3) payee's name, (4) amount, (5) daily total, (6) date of encashment; and the

vouchers themselves, duly enfaced, will be put away in the order of the corresponding cheques.

9. At the end of each day, the vouchers, together with a covering list which may be made up from the cheque list, but need show only number and amount of each cheque, will be handed over to the treasury account department, the superintendent or senior auditor of which will, after examination, initial the daily total of the cheque list, as his acknowledgment of the receipt of vouchers, equal in amount to that total.

Daily Schedule of Payments.

10. The paid cheques will be returned to the Accountant General in the manner directed in Rule 5; and the pre-audit department, after examining the cheques, and comparing them with the schedule, will mark off the date of payment in the cheque list (Rule 8), cancel and put away the paid cheques, and deliver the schedule, certified correct, to the treasury account department, where it will be used as a voucher for the amount charged in the district account under the head of "PRE-AUDIT CHEQUES, cheques paid."

Abstracting.

11. The only entry, in the accounts received from the district, of the transactions of the pre-audit department, will be the debit under "PRE-AUDIT CHEQUES, cheques paid." But the treasury account department in preparing the district classified abstract will, under each head, add to the items appearing in the district cash account—

(1), on the payment side, the gross payments on pre-audited vouchers under Rule 3;

(2), on the receipt side, the fund and other deductions on pre-audited vouchers under Rule 3. It will also add, on information given by the pre-audit department, under the head "PRE-AUDIT CHEQUES, cheques issued," the monthly total of the fifth column in the cheque list. These additions on the payment and receipt sides are necessarily equal, and will not affect the balance of the account.

Check of Outstandings.

12. At the end of each month, the pre-audit department will certify to the Book Department the total amount of cheques issued during the month, and the total (explained by a detailed list) of cheques outstanding unpaid at the end of the month. The first of these totals the book department will tally with the entry under "PRE-AUDIT CHEQUES, cheques issued," coming up through the journal; the latter it will verify against balance of the ledger head "PRE-AUDIT CHEQUES."

Chapter 53.—Departmental Cash Accounts.

1. Besides the treasury accounts, the bank sheet, and the account of. Presidency payments, other accounts are received from officers or departments in direct account with the Accountant General, such as Opium Agents and Collector of Customs or Stamp Revenue.

These accounts should, as far as possible, be dealt with in the same way as treasury accounts, the receipts and payments be passed through the same form of audit, and the classified abstract prepared in similar (but much shortened) form.

2. The procedure as regards objection book and adjustment register will also be the same as applies to treasury accounts ; and an enfacement will be made both of the general statement of account (Chapter 48, Rule 10), and of the amount of items under objection (Chapter 48, Rule 11).

Rules have already been prescribed for the watching of remittances between these departmental accounts and the treasury accounts. See Chapter 43.

Chapter 54.—Statement of Disbursers' Accounts.

Posting the Statement . . 1 | Correction for Remittances . 3

Posting the Statement.

1. The last stage, before handing over a classified abstract to the compilation department, is the posting of the balances and totals in the statement of disbursers' accounts. The form of the statement is Form 114; and each examiner, as he completes his abstract, will post in it the entries relating to the abstract, the figures being taken from the general statement of account (Chapter 48, Rule 10).

It may be convenient to note the several cases in which the examiners combine, each making his own entries, to form a single statement.

(1.) The remittance register, Chapter 43, Rule 1.
(2.) The register of permanent advances, Chapter 44, Rule 8.
(3.) The Stock Statement, Chapter 44, Rule 12.
(4.) The broadsheet of advances recoverable, Chapter 47, Rule 23.
(5.) The broadsheet of suspense balances, Chapter 47, Rule 23.
(6.) The statement of disbursers' accounts.
(7.) The broadsheet of unincorporated local funds, Chapter 68, Rule 3.

The recovery registers (Form 84) also contain postings gathered from the various district abstracts.

2. These entries may conveniently be made in the same order which is observed in the cash balance report; namely, the Presidency bank account will come first (including in this term both the general account and the drawing account, and the Rs. 2,000 in the pay-room); thereafter will follow the district treasuries in order, and, last of all, the departmental accounts referred to in Chapter 53. The remaining heads in the form (*viz.*, Transfers and Writes-back) will be posted in the book department.

Correction for Remittances.

3. When the statement is so far complete, it will be taken up with the memoranda prepared from the

remittance register, Chapter 43, Rule 5, and the necessary corrections made,—unacknowledged remittances (column 7 of memoranda) being reduced from the disbursements of the treasury in the accounts of which they have appeared as remittances, and remittances unacknowledged last month, but acknowledged this month (column 3), being added to the disbursements of the treasury from which they were formerly deducted; the balances also must be corrected accordingly. These corrections will be made in red ink; and the statement will then be totalled, and will be handed along with the memoranda to the compilation section, which will already have received, as they were completed, the various classified abstracts.

4. Before, however, parting with the statement of disbursers' accounts, the treasury account department will copy the corrected closing balances into the opening balance column of the statement for next month.

CIVIL ACCOUNT CODE,

PART IV.

Book Department.

CIVIL ACCOUNT CODE,

PART IV.

Chapter 55.—Consolidation of Accounts.

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Detail Book.

1. The detail book is arranged in vertical columns, of which the first column in each folio shows the name of the treasury (or other) abstract, and the remaining columns the entries which appear in that abstract under each detailed head of account. The detail books will be so arranged as to provide sufficient space under each heading for the consecutive entry of twelve months' transactions; that is, each set or sets of detailed heads should be repeated on consecutive pages twelve times for the twelve months. The detail books will thus show, in detail of districts, the amount received and paid throughout the province under the several sections of each budget head, as well as all other transactions as they occur under the various remittance and debt heads.

Thus, for instance, as regards 4, Land revenue, the heads to be opened on the folios of the detail books will be the following :—

Collectors' establishments.
Charges on account of Government estates.
Charges on account of land revenue collections.
Revenue surveys.
Land settlement charges.
Inâm commissioner.
Allowances to district and village officers.

Under each of these heads, the detailed heads provided in the budget, and reproduced in the classified abstracts, must appear, each in a separate column, such as salaries of Collectors, &c.

The heads in the detail book should follow the same order as those in the classified abstract in order that the entries may be proved against each other; that is, the imperial heads will come first, and thereafter will follow the provincial and the local; see Chapter 48, Rule 2.

If a single page do not afford space for a single column for every detailed head, a two-page opening should be assigned to it, or, if necessary, even two successive ones, a cross total being made in the first against each district and carried forward into the second.

The detail books should be bound up, at all events, at the end of the year if they are not bound before being brought into use; sufficient sections, containing the pages assigned for the whole year to one or more major heads, should be securely stitched in covers of stout paper labelled clearly on the outside. These labels are of special importance under debt and remittance heads, where there is nothing in the headings of the pages to distinguish the receipt from the payment side.

Checking.

2. When the postings under each head have been completed, the detailed items should be independently cast up across the page to the total column of the detail book, without reference to the total already made in the classified abstract.

In posting the Bank and Presidency abstract in the detail book, the following procedure will be observed. From the Bank abstract all items down to and including item *a* on the receipt side (see Rule 6 of Chapter 51) and item *d* on the payment side, will be posted in the line "Presidency Bank" (see Rule 7 below), except that the item "writes-off to drawing account" on the payment side being cancelled by the next entry (marked *c* in Rule 6 of Chapter 51) will not be posted at all. Thereafter the details of items *b* and *c* will be posted from the Presidency abstract in the line "Presidency Audit."

3. The postings in the detail books should be independently checked with the entries in the classified abstracts; that is, both the postings of the detailed heads, and the totals made under the last rule for minor heads. The person who checks the postings is required to put his initials on the face of the classified abstract; and, if all the entries of a month on one page of the detail book are posted by one man, and checked by one man, the poster and the checker severally may with advantage put their initials at foot of the page.

Before closing the detail book, the Superintendent must carefully examine whether the entries under the adjusting heads,

(Chapter 67, Rule 4) precisely correspond, as no differences under them can be permitted to enter the consolidated abstract of the Province.

Correction for Remittances.

4. As the classified abstracts are first prepared and posted in the detail book, the amount shewn under cash remittances is the amount despatched from, or received in, the treasury during the month. But remittances, until they are received, remain in account as part of the balance of the remitting district. The compilation department will therefore take up the classified abstracts, along with the memorandum of remittances between treasuries, delivered to them under Chapter 43, Rule 5, and will alter, in red ink, the figure appearing on the charge side against "remittances between treasuries" by (*a*) deducting from it any remittances charged under it, but not yet acknowledged and credited in some other treasury (that is, the figure in column 7 of the memorandum); and (*b*) adding to it any amounts which have been deducted in some former months, but are now admitted as having been elsewhere brought to credit (that is, the figure in column 3 of the memorandum).

In the detail book the corresponding corrections will be made by adding to the detail book total of remittances between treasuries, the total of column 3, and deducting the total of column 7, of the memorandum. As the effect of this correction is to allow only those remittances to appear as disbursements which have also been credited, the figures on both sides of the detail book should, after the correction, be equal. If they are not, there has been some mistake, which should be at once traced.

5. The memorandum of remittances to other provinces will next be taken up, and the same corrections made. That is, the figures of column 7 will be deducted from, and those of column 3 added to, the charges for "cash remittances" under various accounts current: first, in the separate classified abstracts, and, second, in the detail book. The result of this correction will be to bring the debit in account current into the same month in which the other province gives the credit; so that an outstanding inter-provincial remittance will always be included in the balance of the remitting province.

6. (*a*). The totals of the disbursements in the classified abstracts and detail books, and the disbursements and balance shewn in the general statement of account (Chapter 48, Rule 10), must be correspondingly altered in red ink.

Closing the Detail Book.

7. When the grand total of *cash* transactions under each head has been made in the detail book and corrected under the Rules 4, 5 and 6, then from the abstract of transfer entries (see next chapter) will be posted, for addition or deduction, as the case may be, under the various heads concerned, the outcome of all office adjustments, so that the detail books will include monthly all transactions of whatever nature connected with receipts and payments that will eventually appear on the general books. The closing entries of each month will thus be—

Total of district transactions	
Add payments (or receipts) at Presidency Bank	
by Presidency Audit Department...	
Total of cash transactions . .	
Adjustment { Add	
Adjustment { Deduct	
Grand Total ...	
Add payments (or receipts) in previous months	
Progressive total from 1st April	

Consolidated Abstract.

8. (*a.*) The next process is the preparation of the consolidated abstract of receipts and disbursements, of which a skeleton form is subjoined.

NOTE.—In the following form the two columns for local minor heads (current or progressive) are omitted for want of space. They immediately follow the provincial.

	Current Month.			1st April to Date—Months.		Budget Grant.
	Detailed Entry.	Imperial Minor Heads.	Provincial Minor Heads.	Imperial Minor Heads.	Provincial Minor Heads.	
Brought forward ...						
Major head total ...	...	67,240	32,150			
Detailed and minor head total	234	120	200			
Postage charges ...	24					
Telegrams ...	15	273				
JUSTICES OF THE PEACE.						
Magistrates ...	1,500					
Clerks and servants, ...	520					
		...	2,020			
TOTAL LAW AND JUSTICE.	...	393	2,220			
		2,613				
17.—POLICE.						
SUPERINTENDENCE.						
Inspector-General ...	2,500					
Carried forward—						
Detailed and minor head total	2,500					
Major head total ...	...	67,633	34,370			

The figures are inserted to shew the manner of carrying forward the totals, the major head total being always posted in red ink in the minor head columns. Under debt and remittance heads, either the provincial and local columns may be discontinued (the combined total being carried forward), or they may be used for posting the major head totals.

The column of grants must shew the figures of the accepted budget estimate against each major and minor head, those of the major heads being entered in *red ink*.

(*b.*) The heads in the consolidated abstract must be arranged in the exact order shewn in Part VI, without reference to their distribution between imperial, provincial, and local. That distribution will, however, be shewn by posting the totals of the minor heads in three separate columns according to the section of the account to which each belongs. This change of arrangement should be carefully effected in posting from the detail book into the consolidated abstract.

(*c.*) Every head for which a column is provided in the detail book, must also appear in the consolidated

abstract, and against it will be entered the total of the month's entries as there recorded. The totals of major heads will here be brought out for the first time; forward totals of major and minor heads will be shewn every month, and of detailed heads also for the months of November and March.

Writes-back.

9. As the transfers of each month are posted in the detail books without reference to the amount of the month's transactions under the detailed heads concerned, the result may be a *minus* entry which will pass in red ink into the consolidated abstract, and reduce the total of the minor head. If, however, the *minus* entry under a detailed head be so large as to exceed the gross actual transactions of the month of the minor head, the net deduction to be made on the minor head should appear as a separate entry, under the same heading, on the other side of the consolidated abstract in the current column.

For instance, there are two detailed heads (Bill or Hoondee Stamps, and General Stamps) under the minor head Sale of Impressed Paper under IX—Stamps, and in May credit has been given to the two for Rs. 3,000 and Rs. 7,000 respectively. But in June, when it is discovered that the second item contained Rs. 5,000 which should have gone to adhesive stamps, the actual receipts of the month, under the two detailed heads, have been but Rs. 2,000 and Rs. 2,000; the latter will be turned by the correcting transfer to a *minus* entry of Rs. 3,000. Thus, in the consolidated abstract the detailed entries will be against bill stamps Rs. 2,000 in black, against general stamps Rs. 3,000 in red; the minor head total will be *nil*, although the actual total of the summation is *minus* Rs. 1,000; the current major head total will include only the totals of the remaining minor heads; in the progressive total column the minor and major head totals will be stated as if the current month's entry, under the minor head "Sale of Impressed Paper," were *minus* Rs. 1,000. At the foot of the page, on the receipt side, there *may* be a red ink note explaining the deduction of Rs. 1,000 on the month's transactions: in the disbursement abstract *must* be a manuscript entry "IX—Stamps, Sale of Impressed Paper, Rs. 1,000," which will be included in the total of the current month's expenditure, but will not be carried into the progressive column.

The reasons for this procedure will be understood if it be remembered that the minor heads are the real ledger heads, both on the local and the central books; the same detailed heads do not appear in the accounts of all Governments, and the figures in the (inner) columns assigned to them shew only how the true ledger

post in the outer (or total) column of the minor head is obtained. This, of course, can never be *minus*, and, therefore, when the net total would be *minus*, it must be posted to the other side of the ledger and the other side of the general abstract.

Closing the Abstract.

10. The totals of the receipts and payments will then be checked against the statement of disbursers' accounts, (see Chapter 57, Rule 5); and the general statement of account will be drawn up on the back of the disbursement section of the consolidated abstract as follows:—

Opening balance—		
Cash in treasuries ...	0 0 0	
„ „ transit	0 0 0	
		0 0 0
Receipts of the month as detailed within		0 0 0
TOTAL RECEIPTS ...		0 0 0
Charges of the month as detailed within ...		0 0 0
BALANCE ...		0 0 0
Detail of Balance—		
Cash in treasuries	0 0 0	
„ „ transit	0 0 0	
		0 0 0

Any difference between the account balance shewn in this abstract and the grand total of column 25 of the Provincial Cash Balance Report, should be explained.

The amount shewn under detail of balance, as "cash in treasuries," must agree with the figure in the original balance column (before correction under Chapter 54, Rule 3) of the statement of disbursers' accounts; the cash in transit is the aggregate total of columns (4) and (7) of the memoranda of adjustment of remittances (Chapter 43, Rule 5). Of this last a detail must be given, shewing (1) month in which it first appeared; (2) remitted from; (3) remitted to; (4) amount. All these particulars are obtainable from the memoranda.

Despatch.

11. The abstract must be despatched to the Comptroller General not later than the tenth day of the second month after that the transactions of which it records, a copy being kept for subsequent treatment in the office, under Chapter 66, &c. Punctual submission of the

accounts for the months of November and January is of more than usual importance, as they contain the latest figures which can be used before submitting the regular and the budget estimates to Government.

The Government of India, when demanding such punctuality, presupposed the punctual submission of all treasury accounts, and provided for the issue by local Governments of stringent orders on the subject. The Accountant General should therefore bring to the notice of the local Government any instances in which his work is impeded by a want of attention to these orders.

If by reason of the distance of a treasury, or difficulty of communication, or other cause, its accounts for any month be received so late that they cannot be included in the consolidated account without greatly delaying it, they should be kept back, note being made of the omitted accounts below the statement of account. When they are posted in the detail book and the statement of disbursers' accounts of the next month, note should be made against the entries that they refer to the month of ; on no account may the figures of the two months be combined into a single set of entries, either in the detail book or in the statement of disbursers' accounts.

March Accounts.

12. The abstract for March, as first made up for despatch on the 10th May, is only a preliminary account, as the books remain open for adjustments and transfers until the 31st July; on that date a final account must be despatched to the Comptroller General. Both the preliminary and the final must be sent in duplicate, and in each the year's total for each detailed head must be given.

For the preliminary account of March, the detail books will be dealt with as though no later accounts were submitted; an abstract of transfer entries will be prepared and the detail-book entries completed in ink, but afterwards below the progressive total will be ruled lines for the exhibition of the effect of later adjustments (to be taken from an abstract of the later transfers), and correct totals for the month and for the year will be made below.

When the non-receipt of Public Works or Forest accounts, or those of distant treasuries, is likely to cause serious difference between the preliminary and the final account, the fact should be noted on the abstract sent to the Comptroller General with a rough estimate of the total amount of receipt and charge so excluded.

Prohibition of Alterations.

13. No alteration can be made in the detail books or abstract of any month after they have been closed.

When errors are discovered in the same year, involving a correction by transfer of amounts from one detailed column to another under the same head, or from one head to another, the necessary corrections should be made by a formal transfer entry. (See Chapter 56.)

But if the amount involved does not exceed one rupee, and affects only revenue or service heads, no formal transfer is necessary, and it is sufficient simply to make a note of the error against the original entry.

No correcting transfers can be made after submission of the final account for March; if any error be detected, report should be made to the Comptroller General, and his instructions asked.

Chapter 56.—Transfer Entries.

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Object of Transfer.

1. Transfer entries, that is, entries intended to transfer an item from one head of the accounts to another, are necessary—

(1). In order to correct an error of classification in the original accounts.

Sometimes it is more convenient to classify items wrongly at first and make correction by transfer entry, than to classify them rightly from the beginning; for example, when a definite proportion of any receipt or charge is taken to a separate head, it is often convenient to neglect the distribution in the classified abstracts, and to make it upon the totals of the consolidated abstract.

(2). In order to adjust, by debit or credit to its proper head, an item entering the accounts through a remittance head, or outstanding under a debt head.

General Rules.

2. On one of the sides of every transfer entry one ledger head only may be concerned, being debited for credit to sundry heads, or *vice versâ;* debits may not be taken against *sundry* heads by credit to *sundry* heads. For instance, the whole of an account current which contains several debits and also several credits cannot be adjusted by a single entry; for, if one entry deals with the debits, another will be wanted for the credits. *À fortiori,* the same entry may not contain independent

corrections of two ledger heads; it may not debit A by credit to B, and again C by credit to D.

The overland money order account in the Bombay office is adjusted by an entry affecting more than one head on either side (see Chapter 42, Rule 17); this exception is allowed for special reasons.

3. In a transfer entry all particulars necessary to explain both the nature of the adjustment, and (if it is a corrective transfer) the grounds of the correction, must be clearly stated.

4. Unforeseen adjustments should always be made as soon as the necessity for them is discovered; while, of adjustments periodically recurring, a list should be kept, in order to ensure that they are neither neglected nor postponed. These should, as a rule, be made monthly; where this is really inconvenient, they may be postponed till the close of the quarter, though this course is objectionable, and should never be adopted without good reason. Annual transfers should carefully be avoided, and, wherever it may be necessary to make them, this should not be done later than in January's account. It will be well to communicate with any local department in order to arrange for frequent adjustments during the year: and, if it be impossible before the close of the year to ascertain the exact amount of the transfer, it may be possible to make partial transfers at the close of each quarter.

The prohibition of annual transfers does not, of course, extend to those on account of lapsed bills and lapsed deposits, for these can only be made at the close of a year.

Correction of Accounts.

5. If an item, which properly belongs to a revenue or service head, is wrongly classified under another revenue or service head, the error may be corrected at any time before the accounts of the year are closed, in the manner directed in Chapter 55, Rule 13; but after the accounts are closed, no correction is admissible.

An error which affects a debt head must be corrected by transfer, however old and however small it is. If the accounts of the year in which the error took place are not closed, the correction is made by removing the item from the head under which it was wrongly taken to that to which it properly belongs. If the accounts

of the year in which the error took place are closed, then there are the following cases:

(1). Item taken to one debt head instead of another,—the correction will be made by transferring it from the one to the other.

(2). Item credited to a debt head instead of to a revenue head, or debited to a debt head instead of to a service head,—the correction will be made by transferring it to the head under which it should originally have appeared.

(3). Item credited to revenue head instead of to a debt head,—correction will be made by debiting refunds and crediting the debt head.

(4). Item debited to a service head, instead of to a debt head,—correction will be made by debiting the debt head, and crediting as a recovery of a service charge of a former year (Chapter 47, Rule 20*b*).

Note against original entry.

6. When a transfer entry has been made, correcting an erroneous classification in a previous month, the necessary *plus* and *minus* entries should be made in red ink, under the original figures of the classified abstract which are corrected or altered by it, the number of the entry being quoted in a note at foot of the page. In the case of important transfers, too, it will be well to note in red, across the original entry in the detail book, the month of its reversal, and across the correcting entry the month of the original one, in order to facilitate future estimates by making it easy to work out the true total to any month.

In like manner, when an adjusting transfer brings in an item on the authority of an account current or other original document, the number of the transfer entry should be noted across the item in that original document. If the item thus brought into the accounts is an item of revenue or expenditure of any particular district, it should be entered in the classified abstract by a *plus* or *minus* correction in red ink and a reference to the transfer entry. But care must be taken that no abstracts are thus corrected or annotated until the detail book posters have finished their posting of them.

This does not affect the necessity of noting on an account current also the month of that which contains the answering entry.

When statements of revenue or charge in district detail are communicated, month by month, to the revenue-controlling authority (Chapter 45, Rule 2), particulars of the correcting transfers made in the month's accounts should be given at foot.

Outline of Procedure.

7. A correction by a transfer entry may be proposed by any division of the office, and will be accepted by the Superintendent of the book division, if full particulars are given and there is nothing unusual or objectionable in the entry: in any other case he will require the department proposing the transfer to supply defects, and, if necessary, to withdraw or obtain the confirmation of a gazetted officer to the proposed entry. But he will always refuse to receive vouchers or other documents in support of an entry; their proper place is with the records of the division which is responsible for the correction, and it will be difficult to bind up the transfer entries if mixed with other documents of various size and shape.

Any delay by the book division in taking over or else rejecting such entries should be reported.

In some offices the transfer book is kept in the compilation division; in such cases the word *compilation* should be read for the word *book* throughout this chapter.

8. For deducing, from the separate transfer entries of all departments, the additions or deductions which can be posted in the detail books, two plans have been sanctioned which are described in full below (paras. 10 and 16). The final outcome of each plan is an abstract shewing the debits and credits to be made under each detailed head affected by the entries of the month, the totals of the debits and credits being necessarily equal.

In the case of revenue and service heads, it is the net outcome of the transfer entries against each, *i. e.*, the balance of the head's account in the transfer book ledger, which appears as a debit or credit in the abstract; but, in the case of debt or remittance heads, the gross credit and the gross debit will both appear in the abstract, the former in the receipt part, the latter in the disbursement part, as these heads have answering accounts on both sides.

But, in the case of transfers made to correct errors of classification within the same major head in the remittance section of the accounts, the correction will be made by a debit entry on the credit side, or a credit entry on the debit side, of the head requiring correction. Examples of these are—

(*a*). Over-credits under "Account current with London" on account of collections of Little Basses light dues.

(*b*). Transfers between the detailed entries, "Inland Money Orders issued" and "Commission realized," under "Money Order Department" subordinate to "Account current with Government of India."

Posting in Detail Book.

9. From the transfer abstract, the figures will be posted in the corresponding columns of the detail book, immediately under the total of cash transactions (see Chapter 55, Rule 7). The debits to a service head of receipt, and credits to a service head of charge, will appear in the "deduct" line, but all other entries (with the exception of the kind noted under Rule 8) are entries of addition and will appear in the "add" line.

Detailed Procedure—First Plan.

10. Under the first sanctioned plan of procedure, the forms to be prepared are—

1. Forms of separate entries, on quarto foolscap (Form 115).
2. Index of transfer entries (Form 116).
3. Transfer book ledger (Form 117).
4. Abstract of transfer entries (Form 118).

11. At the commencement of the year a quarto file book should be prepared (into which to paste the entries), and some numbered pages of blank index forms inserted at the commencement, which should be initialled by a gazetted officer under the number. The ledger should also be bound, and the headings filled in. It will not be necessary to provide even for all minor heads; the book of the last year should be examined, and a page or more set apart in the current year's book for each minor head and for each detailed head under which transfers have been made in the past year: these should be all arranged without gaps in the order in which they appear in the general abstract, and blank

pages, numbered in continuation, should be provided, to which these accounts may be carried in case of need, and on which any new ones may be opened.

If the account of a head in the ledger fill the whole space provided for it, and be therefore carried to another page, the column headed *district* on the old page should be closed with the words "carried to page—," and, similarly, should be opened on the new with the words "brought from page—;" if a new account be opened, reference should be given to it by a note in the margin of the last preceding head, or by a slip grafted in. An index at the beginning of the ledger will thus be unnecessary.

Omission of the column of "district" may give space for double columns; the bulk of the ledger may thus be reduced, but, though the two columns may be assigned to two detailed heads under the same minor head, it is not desirable to have two minor heads on the same page.

Separate Entries.

12. As soon as any correction or adjustment becomes necessary, the officer who proposes it should fill up a separate entry (Form 115).

If it be thought desirable to keep any record of transfers in the division which makes the transfer, each entry may bear a number and date in the divisional series in the right-hand bottom corner, and be recorded in a divisional index in the same form as the general index; it is not thought that such separate record can be of any real value. After being signed by the Superintendent of the division which desires the correction, the entry will be presented to the Superintendent of the book division.

Index Register and Ledger.

13. After procuring the signature of the Superintendent of the book division, the messenger of the division which makes the transfer will hand the entry to the transfer-book keeper, who, on the authority of that signature, will proceed to bring it on his index register. First, he will fill up number and date in the heading, make the requisite entries in the index, and take the initials of the clerk who brought the transfer in the last column of the index. The requisite ledger entries will then be made, and certified in the proper spaces of the entry, and thereafter the entry itself will be pasted, in continuation of those already received, in the file.

The division which makes the transfer is only cleared of its responsibility when its messenger has initialled the index. The book division should never, on any pretext, allow an entry, whether of its own or of another division, to leave its custody after numbering it in its own series; if it be necessary to notify any transfer to another department, the entry may be shewn before it is numbered by the book division, or may be notified by a copy of the entry.

The Superintendent of the book division should examine the file daily, to see that no entries in the index are unsupported by their corresponding entry *pasted* in the file; and he should also keep up a constant comparison of the original entries with the transfer book ledger, in order to prevent the clerk in charge from marking off an item which he has not posted.

If the first file become too large for convenient use, a second file book (with index) may be commenced from a convenient date, any blank space on the old index being cancelled by cross lines under the initials of a gazetted officer; but, if possible, the two sections should be bound together at the end of the year, and the series of transfer numbers must be continuous for the year.

In the transfer book ledger (Form 117), the first column will show the month through the accounts of which the correction is passed, not the date of the transfer entry for which the number entered in the next column provides sufficient identification: the column headed 'district' provides for entry of the name of the district or the department in whose account the original error appeared, if it be thought desirable to record it with a view to future returns.

Closing of Transfers.

14. As soon as the last classified abstract for a month is received from the treasury account division, the transfer-book must be closed: a line should be drawn across the index, and each account closed in the ledger.

Abstract.

15. The abstract should then be prepared on quarto foolscap in Form 118, in which all the headings of receipts, and then all of charges, should appear in their serial order. After the two sides are separately totalled, and found equal, the abstract should be laid before the Accountant General, with the file of original entries; after being passed by him, it should be made over to the detail book posters. After being posted and returned, it should be pasted in the file of transfer entries after the last entry which is included in it; a guide mark pasted to its edge and bearing the name of the month will be found to facilitate future reference.

Detailed Procedure—Second Plan.

16. Under the second plan of transfer, only two forms are used—

(1). Sheets on which the transfers may be continuously posted. These sheets may, with advantage, be of the same size as the district classified abstracts, and should be of the same form as the journal, having debtor and creditor columns with a space between for description of the several items.

(2). An abstract of transfers in the following form: —

Abstract of Transfers admitted in the account of the month of

Original.		Transfer Entry.			Detail Book Post.	
Debit.	Credit.	Section letter.	No.	District.	Debit.	Credit.

As this abstract will be laid aside each month with the sheets of transfer entries, and at the end of the year bound up into one volume with them (Rule 22), it must be on paper of the same size: the royal paper generally used for classified abstracts, and therefore recommended for the sheets of entries, is broad enough for double columns. In the form prepared for each month's abstract, a sufficient space will be left in order for each detailed head under which transfers are expected, and the space will be bounded above by the name of the head (written across the centre one of the three divisions) and below by a red ink line (across the same space).

Transfer Sections.

17. The sheets will be made up in sections, of which two, each month, will be used by each division which proposes transfer entries; the arrangement being that entries will be made first in one of these sections, which will be passed on after a convenient interval, one day or one week as may be arranged, to the book division for abstracting; and, while the book division is thus using the first section, the originating division will draw up

its entries on the second section, which after a like interval will be passed on to the book division, in exchange for the first section; and so on, alternately. Each section will bear a distinctive letter or mark, (say A and B for one division, C and D for another, and so on) to be repeated conspicuously at the head of each page.

18. In these sheets the entries will be continuously set forth; the heads affected by, and the circumstances explaining each, being fully stated. The entries in each of the two sections of each division will bear consecutive numbers, commencing anew each year. Each entry as it is made will be initialled by the superintendent of the division which makes it, and in case of need by a gazetted officer, and a line will be drawn across the middle space after each entry.

The quotation of a transfer entry will be the distinctive letter of the section in which it is entered, and the number it bears in that section.

Transfer Abstract.

19. When one of these sections is received in the book division, the superintendent will examine it, and either initial it as authority for the poster, or send it back to the division concerned, requiring it to amend or withdraw any entry, or to obtain the signature of a gazetted officer to the entry in confirmation. The poster on receiving the new section initialled by his own superintendent, will surrender the other, and proceed to post the entries, that is, the figures only, and not the explanation, in the abstract. Each item, both debit and credit, in each entry will be separately posted in the debit or credit column to the left, against the heads affected; note will be made against each item of the number of the entry in which it is included, and, if it be desired, the district (or the departmental account) to which the entry pertains may be entered.

If the space provided for a head be insufficient, a note in the margin will carry the eye to the place where the entries are continued, which may, with convenience, be after all the usual heads; but a little foresight would avoid this necessity, and would be well expended. Similarly, if a transfer be made under a head not commonly affected, and therefore not prepared for, a note in the margin below the last preceding head will refer the detail-book poster to the place where it will be found.

20. Immediately on the return of a section from the book department, the superintendent of the department which makes the transfer must examine each entry to see that the word *posted* is written across it with the initials of the poster, and that each of the items of which it is composed is marked off.

Closing the Abstract.

21. The transfer book will ordinarily be closed as soon as the last classified abstract of the month is sent in, and then each superintendent will total both sides of each of his sections, agree these totals, and sign each. The abstract will be closed by totalling, under each head, the figures in the columns on the left; and carrying, into the columns on the right, the balance in the case of revenue and service heads, and the totals (except as stated in the note under Rule 8) in the case of debt and remittance heads.

The abstract will be proved by agreement between the totals of each pair of columns, and agreement of the totals of the left-hand pair with the sum of the totals of the divisional sections. The detail books will then be posted from the columns on the right, the poster ticking each entry as he posts it.

22. Month by month the abstract will be laid before the Accountant General for signature; and at the end of the year the sections of each division will be brought together, and all will be bound in one volume which will be closed by the abstracts arranged in order of the months.

Transfers . . . . . 2 | Writes-back 4
Check of Totals . . . 5

1. In order to effect comparison with the consolidated abstract, the statement of disbursers' accounts must be completed by entry in it of the amounts which pass into the accounts through transfers and writes-back.

Transfers.

2. First, an abstract, in the following form, of the entries in the transfer abstract must be drawn up at the foot of that document.

Debits.							Credits.					
A. Deductions from receipts.			B. Additions to disbursements.			Nature of Heads.	C. Additions to receipts.			D. Deductions from disbursements.		
Rs.	A.	P.	Rs.	A.	P.		Rs.	A.	P.	Rs.	A.	P.
323	0	0				Revenue heads ...	134	0	0			
			1,247	0	0	Service charges ...	...	...	..	721	0	0
			1,092	0	0	Debt heads ...	32	0	0			
			25	0	0	Remittance heads ...	1,800	0	0			
323	0	0	2,364	0	0	Totals ...	1,966	0	0	721	0	0
			2,687	0	0	... Total Debits and Credits ...				2,687	0	0

	Rs.
Column C diminished by Column A	1,643
Column B diminished by Column D	1,643

The figures are inserted to show how the calculations are made. Those in the first four lines are taken, by totalling, from the transfer abstract; the sixth line is found, on each side, by adding the pair of figures in the fifth line, and must be agreed, before going further, with the totals of the transfer abstract; the figures in the seventh and eighth lines are brought out, by subtraction, from the fifth.

3. The figures in the last two lines (which will always be equal) will then be posted in the statement of disbursers' accounts against the head "Transfers."

If there are any transfers of the kind mentioned in the note under Rule 8 of Chapter 56 (deduct transfers under a remittance head), the figures involved must be taken in columns A and D, against "Remittance heads" in the fourth line of this abstract.

Writes-back.

4. Similarly, the amount of the writes-back (Chapter 55, Rule 9), that is, the total of the amount credited to disbursement heads on the receipt side, *plus* the amount debited to receipt heads on the disbursement side, must be added, both under receipts and disbursements, against the head writes-back, and the grand total made up.

Check of Totals.

5. The form thus prepared brings together the aggregates of the month's receipts and payments with the opening and closing balances of all accounting officers, and so furnishes an effective check on the entries made in the detail books, and the totals of the consolidated abstract. The latter show the amounts received and paid *on* all *accounts;* the statement of disbursers' accounts, the amounts received and paid *by* all *accountants.* The grand totals of receipts and payments in both should therefore be equal.

Chapter 58.—Accounts Current: General Rules.

Explanations	1	Form of Account	6
List of Accounts	2	Disposal of Account	8
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Inter-departmental Adjustments	4	Adjustment	13
Accounts with Colonies, &c.	5	Advance and Suspense Items.	15
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Explanations.

1. An account current purports to be an extract from the books of the officer who despatches it, and to show the amounts he has passed to debit or credit of the other party to the account, with any necessary explanations of the credits, and with documents supporting the debits. The routine of an account current is as follows: A, in his accounts, debits a certain charge to "account current with B," and sends copy of the account, including this charge (called an *original entry*), to B; B, accepting the charge, debits it to its proper head by credit to account current with A, and sends the account, including this credit, to A; this entry is called a *transfer*, and is said to *answer* the original entry; no further entries in account are required to complete the transaction. But, if A, after debiting B, discovers that the charge should be debited elsewhere, he will in his next account debit the proper account by credit to account current with B; and the credit, which thus cancels the original entry, is called a *write-back*.

The same terms would be used if the *original entry* were a credit, and the *answer* or *write-back*, a debit.

Of course it may happen that B may credit A in the same month in which A debits B. In this case the two original entries will answer each other, and no further adjustment will be required.

"*Transfers*," however, in the accounts exchanged with the Public Works Department, mean items credited or debited to Civil Department upon the Public Works Accounts.

As an account current is an extract from books which are only posted monthly, it is evident that an account current can only be sent monthly, and that supplementary statements of omitted credits or debits are impossible; any errors necessitate debits or credits to

other heads, and so must be corrected in the accounts of other months The account current of March is an exception; here the preliminary account reports the effect of all transactions known up to the date of despatch of the preliminary consolidated abstract, whereas the final shows the effect of all which were afterwards brought into the same year's account, and especially includes the answers to the preliminary inward accounts.

List of Accounts.

2. The following is a list of the accounts current prepared and received by the civil account offices:—

Department.	With whom exchanged.	Reference to chapter.
Each other Local Government.	Local Accountant General.	
Government of India	Comptroller General ...	59
Public Works Departments.	Examiners, P. W. Accounts.	60
Forest Department ...	Comptroller General...	61
Military Departments	Controller of Military Accounts.	62
Post Office ...	Compiler of Post Office Accounts.	63
Telegraph ...	Examiner of Telegraph Accounts.	64
India Office, London	Comptroller General...	65

Restrictions.

3. To lessen the number of entries in accounts current, it has been arranged that all imperial revenues and receipts shall be brought to account finally in the province where they are paid into the treasury, and that all imperial charges in the civil department shall ordinarily be so treated. To avoid disturbance of the estimates, however, transactions of unusual magnitude will be dealt with on their merits; thus all tour and other charges of His Excellency the Governor General, wherever they are incurred, are finally adjusted in the books of the Government of India, and the charges of the Yarkand mission were adjusted in those of the Government of the Punjab.

Land revenue collected in other provinces is remitted by transfer receipt (Chapter 8, Rule 4 (*d*), second note), and, in case of salt shipped at Bombay for Madras ports, the excise duty levied on its manufacture is adjusted to credit of the Madras Government.

Salt which has paid duty in one province crosses the frontier line to another: a suggestion was made that the salt revenue of

the latter should have the benefit of part of the duty levied; and accordingly adjustments were proposed. The proposal was rejected.

Many charges, debitable to service heads, are adjusted in the books of the treasury branch of the Comptroller General's office; see Chapter 59.

Inter-departmental Adjustments.

4. The general rule regarding inter-departmental adjustments (F. D. No. 1013, dated 28th June 1866) was, that stores supplied by one department to another, or hired labour (not including extra police) engaged by one department expressly for another, might be charged for at the option of the supplying department; inconsiderable charges should, however, be borne by the supplying department. Afterwards, on a proposal that stores which have already been finally charged off against any Government grant should not be charged, in the accounts, to any department to which they may afterwards be supplied, the Government of India (F. D. No. 2177, dated 25th July 1871) stated that "it is certainly very desirable to avoid inter-departmental transfers as much as possible, but they cannot be altogether avoided. The departments which are conducted on a quasi-commercial principle, such as the Post Office, the Telegraph, and Forest Department, the Mint, the Public Works Workshops, and some few others, should continue to charge the Government in the same way as they charge the public. Again, adjustments between imperial services on one part, and provincial services and local funds on the other part, must continue to be made to the extent that they have obtained hitherto; and also between ordinary and extraordinary. With these large exceptions, all inter-departmental adjustments should be interdicted as much as possible."

It will be observed that these orders refer to adjustments between *departments*. Orders allowing book (or cash) adjustments for stores supplied, or services rendered, or cash expended, should be read with this limitation, *viz.*, that such adjustments are forbidden when their effect would be only a transfer of formal charge from one establishment or institution to another, or from one province to another, under the same major head of charge; transactions, however, which are so large as seriously to affect budget estimates and yet would not involve in the accounts any formal entry of receipt, (*e. g.*, by credit to sale of stores,) may be referred for orders.

Accounts with Colonies, &c.

5. Accounts with Crown colonies are for the most part adjusted through the account current with London, but those with Mauritius, Ceylon, and the Straits Settlements are still adjusted through the account current with India. Similarly, any receipts and payments, including pensions, on account of Berar, will be adjusted through the account current with the Government of India, though schedules and vouchers detailing the actual amounts so reported for adjustment will be sent direct to the Deputy Accountant General, Bolarum, to save time.

Any items to be adjusted with Mysore should similarly be passed through the account current with Madras.

Military charges of the Straits Settlements are recovered from the Imperial Government through the account current with London.

Form of Account.

6. The form of account current may be printed, ordinary foolscap being large enough. The original entries should come first, arranged in the order of the classified list of heads, the numbers of the vouchers which support the debits being quoted. Then the totals of the transfers and writes-back should be given, their detail (arranged in order of heads) being stated in separate schedules.

7. The due date for the despatch of an account current is the 15th of the second month, after that the transactions of which it reports, but the preliminary account current for March is due only on 1st June, and the final on 10th August. Before despatch, the account should be examined by an officer of experience, who must see that the figures answer to those in the books, that all necessary explanations are given, and that all documents are attached, or their absence explained and the necessary action taken.

Disposal of Account.

8. Immediately on receipt of an account, the figures against transfers and writes-back will be checked by the separate schedules, which will then be compared with

the accounts in which the items appeared as original entries; note of the month of the adjusting account will be made across each original entry in red ink or in coloured pencil; and, if the adjustment be only partial, note of the original amount will be made on the schedule, whereby may be tested the explanation of short adjustment given therein.

9. The original entries should then be examined. As the officer sending an account current is responsible for having sufficient and proper vouchers for all charges he admits, the charges must be accepted as correct and proper, according to the rules of the department from which the account comes; and it is not necessary in this sense to re-audit, or arithmetically examine, the vouchers. Nor may an item be rejected because its voucher is not in order, or even is altogether wanting; it should be accepted and adjusted, but placed under objection. The chief question for the examiner is: Does the entry properly belong to the accounts of this office? and if, on the face of the account, he cannot say that the item is not adjustable in the books of his province, he will accept it and adjust it against the proper service head, though if any be imperfectly vouched or described, or seem rather to belong to another province, he will enter it in the out-going objection statement, as prescribed in Rule 12.

10. If, as in the case of supplies received from another department, the admissibility of the item depends upon the authority possessed by the civil officer at whose instance the supplies have been received, the charge, though adjusted against its proper service head as one which has actually occurred, should be examined with reference to the authority or sanction required, and, if necessary, entered as "awaiting clearance" or "for recovery" in the objection book of the district to which the civil officer is attached.

It is a matter of office arrangement whether the examination of the vouchers, so far as prescribed in the last two rules, should be carried out by the account current department, or whether such vouchers as are assignable to particular districts or other sections of audit (*e. g.*, pensions) should be transferred for disposal to the audit department. But in the latter case the individual responsibility, in the sense of Chapter 32, Rule 3, should be left with the account current department.

11. Every original item in an inwards account current must be either formally accepted or rejected, save those credits which are left unnoticed by special order for subsequent adjustment on payment, such as credits given by the Military Department for cheques or transfer receipts drawn.

Objection Statement.

12. Every item which is not finally disposed of, whether among original entries, among transfers, or writes-back, will be entered in an objection statement similar in form to that prescribed in Chapter 47; but, instead of the six money columns for items under objection, it will contain four only, *viz.*, for debits and credits under the two heads, items accepted but awaiting clearance, and items rejected.

The debit items should be entered first, and after them the credit items.

Adjustment.

13. When the account current has been thoroughly examined, the adjusting entries will be prepared and laid before the officer in charge, along with the account and its vouchers and the objection statement; each account current will probably give rise to two entries, as debits and credits cannot be adjusted by the same entry, but in each the items which have been finally accepted, and those which have been accepted but objected to, must be brought together, and the two classes separated by a line.

14. The adjustments and objections being passed, note of the former will be made against the original entries in the inwards account (by quotation of the transfer entry, or otherwise), and the objections will be posted in an objection book of the same form as the statement, Rule 12. The objection statement should then be despatched; and, as it is due for despatch one week after receipt of the inwards account, no time should be lost in the examination and adjustment of the account.

An adjustment register, corresponding to the objection book, will be kept and worked on the plan described in Chapter 47. See form 119.

One officer entered in his objection statement many items as under audit and examination: he was reminded that an objection statement should be despatched after audit is complete, and that an objection purports to indicate to the other party to the account some point wherein his action is incomplete.

Advance and Suspense Items.

15. Items which enter the accounts through accounts current and are adjusted to *advances recoverable* or to *suspense account*, must be entered in the objection book of the district concerned (see Chapter 47, Rules 12 and 14). If any such items are not assignable to a particular district or districts, they should be taken into the head-quarters objection book.

Final Account Current.

16. Every effort should be made to clear the account current items within the year of account. The objection statements (Rule 12) must be despatched promptly after receipt of the preliminary account of March, and the objections must be promptly answered; any new items which may come to light should be made the subject of correspondence, but no Accountant General may make an adjusting entry on account of an item mentioned in correspondence in anticipation of its appearance in an account current. The final account current need not detail the items of the preliminary, but must open with its gross debit and gross credit.

Chapter 59.—Account Current with Government of India.

Interest on Debt . . . 2	Fixed Charges . . . 3-1
Survey and Inland Customs Charges 3	Contingent Charges . . 3-7

1. Regarding accounts current exchanged with other Accountants General, no instructions are necessary beyond the general ones contained in the last chapter. But the account current with the Government of India is peculiar in this respect, that several kinds of service charges are adjusted through it, instead of directly against the service heads.

Interest on Debt.

2. All payments of interest upon public debt are debited to this account, the debt being supported by a detailed list as prescribed in Chapter 38; the rules in that chapter contain directions regarding the audit and disposal of the vouchers for these payments.

Survey and Inland Customs Charges.

3. The charges of the following departments are also adjusted to debit of account current with the Government of India, *viz.*:—

Trigonometrical and Topographical Surveys (including the occasional charge for repair of stations, mentioned in Rule 2 of Chapter 20).

Inland Customs (in the North-Western Provinces and Oudh, the Punjab, and Central Provinces).

Revenue Survey (except in Madras and Bombay).

Guaranteed Railways.

In the case of survey charges, the probable drawings at each treasury on account of "fixed charges" are communicated to Accountants General, and by them to treasury officers. The rules regarding these charges, which affect treasuries, are quoted in

Chapter 20, Rule 1; the remaining ones, which affect the Comptroller General's office only, are quoted below:—

Fixed Charges.

1. At the commencement of the official year, the superintendents of the departments will inform the Comptroller General of the total authorized amounts of fixed charges payable by treasury officers from month to month, together with the names of the treasuries from which they should be made payable.

4. The Accountants General, &c., on receipt of the bills with the monthly lists of payments of their treasury officers, will adjust their amounts to debit of "Government of India" in their monthly accounts current, and forward the bills to the Comptroller General, treasury branch, for final audit and adjustment.

5. The treasury branch will keep the usual registers of audit, leave, &c., as in case of other civil charges, and adjust deductions on account of subscriptions to service funds, &c.

Contingent Charges.

7. * * * * The Accountants General will debit the sums thus drawn "to Government of India" in their accounts current with that Government.

8. Survey officers will account for these advances by crediting them in their accounts of contingent expenditure, which they will render to the treasury branch of the Comptroller General's office.

9. The contingent bills will be charged in the above account, but forwarded in the first instance to the superintendent for primary examination and countersignature.

10. That officer will, after countersigning them, send them into the treasury branch of the Comptroller General's office for final audit, and that branch will, on passing the bills, advise the several officers concerned of their having been passed.

11. Should retrenchments be made in the treasury branch, they will be duly notified to the officers concerned, in the advices of audit which will also contain a certificate of the correctness or otherwise of the balance of the officers' accounts.

4. The charges mentioned in Rule 3 are not to be audited by the local Accountant General; but, on receipt of each bi-monthly list of payments from a treasury, the vouchers for survey and inland customs charges should be taken out, and their amounts posted in schedules of the form annexed. As soon as all the lists have been received, this schedule, with the vouchers, should be despatched to the Comptroller General in anticipation of the account current. Net amounts only are to be charged, as all adjustments on account of service funds will be made by that officer; and the total of each schedule will be entered in the account current.

Schedule of payments on account of Trigonometrical and Topographical Surveys made at Treasuries in during the month of 187

Numbers of vouchers.	From what Treasury paid.	Amount of each voucher.	Total payments from each Treasury.

Objections raised by the Comptroller General on audit of these charges will be communicated to the Accountant General, only if the action of the treasury officer has been open to censure, or if further action be required of the account office.

Chapter 60.—Transactions with Public Works Department.

Assignment of Funds	1	Inwards Account	6
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Account Current	4	Foreign Adjustments	8
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Assignment of Funds.

1. Application for funds required by officers of the Public Works Department will be made by the Examiner of Public Works Accounts in such time as to admit of the Accountant General's credit order reaching every treasury by the first of the month. Applications received too late from any executive engineer should be embodied in a supplementary requisition; and at any time during the month, for sufficient reason, the Examiner may apply for supplementary credits. His requisition will always be made in the following form:—

Abstract of APPLICATIONS FOR CREDIT ORDERS *to meet the anticipated expenditure in the* *for the month of* 187 .

The 187

Divisions.	On what Treasury.	Amount.	
	TOTAL ...		

Certified that the amount above applied for is intended to meet expenditure provided in the Public Works Budget of 187 -7 , as well as other disbursements for the above month.

Examiner, P. W. Accounts.

2. The ordinary monthly requisition will be accompanied by a statement in Form 120, the object of which is to enable the Accountant General to watch the

expenditure of the Public Works Department as against its grants. But the supply of funds should not be stopped from an impression that the expenditure of the department will exceed the grant. If, on checking these statements, the Accountant General see reason to form such an expectation, he will report the matter timely to the local Government for instructions, but will not put the Public Works Department to inconvenience by a sudden stoppage of funds except on the clearest grounds.

Credit Orders.

3. Unless the objections to the amount of orders applied for be very grave, the Accountant General will pass the indent in full, and notify to the examiner that his application is complied with. The credit orders will be entered in a register and numbered in an annual series for the whole Public Works Department, and will be drawn simply in favour of a named executive engineer; neither in the credit orders, nor in any record in the civil account office, will there be any attempt to describe the purposes for which they were granted, or to separate some as issued for provincial services from others as issued for imperial; the gross amount of every credit order will be simply debited to the Examiner on whose application it was issued, in the account of the month in which it is charged in the treasury account.

For a register of credit orders granted may be substituted a file of the original applications, the number of each order granted being entered in the margin of the application.

If one executive engineer require funds in two administrative provinces, all credit orders will be issued by the Accountant General who receives statement 120 from the Examiner of Public Works Accounts concerned; but advice of those issued on treasuries in the other province will be at the same time sent to the Accountant General who will have to provide the funds.

Account Current.

4. The Accountant General will exchange an account current with every Examiner of Public Works Accounts whom he may supply with funds; the heads are given in the list of heads in Part VI of the Code,

and original and answering entries will be brought in under their proper heads without distinction. The form should be printed, and, as details will be required, they should be given in supporting schedules.

Payments for Land.

5. Payments for land taken for public purposes under Chapter 6, Rules 4 and 5, will be debited to the Public Works Department through this account current, the vouchers received with the treasury account being attached in support of the debit. The Examiner, Public Works Accounts, will accept the audit of the civil department.

The Public Works Department is not required to supply the civil department with funds to enable the latter to discharge claims in either of the cases above described.

Inwards Account.

6. The Examiners will also send an account current accompanied by schedules of details, but in the case of fund subscriptions he will send the details to the fund secretary direct, and only enter a total in his account current at the bottom of the schedule of receipts.

Whenever convicts are employed on public works, the Public Works Department will pay the full market value of their labour, whether they be employed on imperial, provincial, or local funds works; the payment will be made not in cash, but by a transfer in account.

Adjustment.

7. Receipts and expenditure on account of Provincial Services or incorporated Local Funds will be brought on the accounts under the following heads:—

Receipt side ... XXIII. Public Works Ordinary—
Provincial Services Receipts.
Incorporated Local Funds Receipts.
XXIV. Irrigation.
XXVI. State Railways—
Net traffic earnings.

Expenditure side...33. Public Works Ordinary—
Provincial Services Expenditure.
Incorporated Local Funds Expenditure.
34. Irrigation.
36. State Railways—
Net Capital expenditure.
Net Revenue expenditure

These accounts will be shewn only in totals under each head, as, if the Local Government at any time wish for a statement of the details of expenditure up to date, the Examiner will furnish it on application ; and the Examiner, before completing his annual appropriation account, will ascertain that his figures agree with the totals shewn on the civil books.

The Examiner will, however, give the details of all Local Funds expenditure, in order that, in the case of incorporated Local Funds, it may be properly charged in the subsidiary accounts prescribed in Chapter 67, and that, in the case of the unincorporated funds, the adjustment may be made, in the accounts, against the proper fund.

The object of this arrangement is to avoid the discrepancies between the figures of the Civil and Public Works books which would be caused by the different systems of adjustment followed in the two departments ; in the budget estimate the estimated outlay will be distributed against the prescribed heads.

Foreign Adjustments.

8. An examiner can adjust any item with another civil administration only through the civil Accountant General with whom he is ordinarily in account.

An Examiner of Military Works Accounts is in account with more than one civil Accountant General; if he have any transactions with any other civil administrations, he should communicate them through the Accountant General at, or nearest to, his own ordinary head-quarters.

Cash Balance Report.

9. The Examiners of Public Works Accounts will, on the 14th of each month, furnish to the local Accountant General, in Form 121, a monthly return of the cash balances, shewn in the office cash books of executive engineers, in order that the latter may include in his statement of the provincial cash balance the balances in the hands of executive engineers, or at their credit in the presidency banks or their branches, and may check before accepting as correct the treasury statements of the balances appropriated to the Public Works Department.

Chapter 61.—Transactions with Forest Department.

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Extracts from Forest Code	6	Departmental Accounts	117
Comptroller General	153	Vouchers	128
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1. The following extracts from the Forest Code prescribe the procedure followed, except in Madras and Bombay, in adjusting the Forest accounts.

As regards Mysore and Berar, paragraph 155 of the Code prescribes that—

The local Accountants General in Mysore and the Hyderabad Assigned Districts will, under such orders as may from time to time be issued by the Comptroller General, deal with the Forest accounts of their provinces in the manner prescribed in the preceding paragraphs;

that is, in the manner in which the Comptroller General deals with the accounts of other provinces.

Accounts Current.

2. The Accountant General, in lieu of an account current, will transmit to the Comptroller General a list in Form 122 of the remittances from, and in Form 123 of the remittances to, officers of the Forest Department, which appear in his accounts for the month. The differences under remittances and the balances of debt accounts will be periodically settled through the Comptroller General.

Expenditure incurred by officers of the Forest Department, or by civil officers who are supplied with funds by the Forest Department, may not be adjusted to Budget heads except upon the account current received under the next rule.

3. The inwards account current from the Forest Department will be prepared by the Comptroller General and be rendered by him to the provincial Accountants General for adjustment in the provincial accounts. (See Extract, Rule 154.)

4. Forest receipts and charges should be adjusted to service heads in the civil accounts. For this purpose, the detailed classification given in Form No. 1, Appendix C, pages 112 and 113 of the Forest Department Code, should be followed, except under A—Conservancy and Works, where it will be sufficient to give the charges against each of the sub-heads, I to IX, without their detailed entries.

Other Returns.

5. The Accountant General receives from the Conservator of Forests lists of cheques drawn on the various treasuries, for comparison with the treasury accounts (see Extract, Rule 136); and from each Forest Division a cash balance report, in Form 124, to be included in the provincial report (see Extract, Rule 105).

6. Extracts from Forest Code.

Comptroller General.

153. The duties of the Comptroller General with regard to Forest accounts are as follow :—

(*a.*) To issue letters of credit on the Conservator's application.

(*b.*) To audit the monthly accounts submitted by the Conservator.

(*c.*) To book the monthly receipts and expenditure.

(*d.*) To regulate the expenditure within the Budget grant sanctioned by the Government of India and the appropriation to sub-heads made by Local Governments.

Items objected to by the Comptroller General, in addition to those objected to by the Conservator, will be entered in objection statements similar to those prescribed in Forest Form No. 34, which will be sent to the Conservator for the needful action.

In addition to the cash accounts, such accounts of revenue due and outstanding, and of timber transactions, will be submitted by the Conservator as the Comptroller General may from time to time direct.

Assignments.

132. Officers in charge of divisions will send to the Conservator's office, so as to reach him by the 15th of the last month in each quarter, applications for the letters of credit required by them during the ensuing quarter.

The Conservator will from them frame an application (Forest Form No. 27) for the requirements of the province, and submit it

to the Comptroller General. Advice of the letters of credit should reach the officers for whose use they are intended before the commencement of the new quarter.

All letters of credit lapse at the close of the financial year.

FOREST FORM No. 27.

FOREST DEPARTMENT, CENTRAL PROVINCES.

List of credits required for the quarter ending 30th September 1874.

In whose name.	Name of Treasury.	Amount.	REMARKS.
TOTAL ...			

DATED_____ }
*The*_____*187* . }

_____
Consvr. of Forests, Central Provinces.

Cash Balance Report.

105. * * * A report of the cash balance remaining on the last day of each month will be forwarded on that date to the Accountant General direct (Forest Form No. 15).

106. The term "cash" includes currency notes and silver and copper coins only.

List of Cheques.

136. * * * In the same book will also be kept a monthly register of cheques drawn on all treasuries on which the officer holds letters of credit, a copy of which will be submitted in duplicate on the first of each month to the Conservator, who will submit one copy to the Accountant General.

Departmental Accounts.

117. District officers who have charge of forests will submit their accounts of revenue and expenditure to the Conservator of Forests in their province, at such time and in such form as the Local Government, in communication with the Comptroller General, may direct.

118. The monthly accounts of divisional officers will be rendered to the Conservator or chief forest officer of the province for scrutiny in the first instance. The Conservator or chief forest officer in Bengal, the North-Western Provinces, Punjab, Oudh, British

Burma, the Central Provinces, Assam and Coorg, will submit the accounts to the Comptroller General for final audit. The Conservator or chief forest officer in Mysore and the Hyderabad Assigned Districts will submit his accounts for final audit to the local Accountant General. In Ajmere, the officer entrusted with the control of forest administration will submit the forest accounts for scrutiny and audit to the Comptroller General. The Superintendent of Forest Surveys, unless especially ordered otherwise, will submit his accounts for scrutiny to the Inspector-General of Forests, who will forward them for final audit to the Comptroller General.

Vouchers.

128. All entries in the cash book of "remittances of revenue to treasuries" will be supported by a voucher in the treasury *chalan* form, of which supplies will be obtained from the treasury officer. The treasury number and date of the *chalan* will invariably be entered in the cash book in the column of particulars.

129. Revenue derived from sales to public departments will be adjusted by book transfer.

A statement in triplicate will be sent to the officer who has been supplied; he will sign and return the original, which will then be used as a voucher. (See Chapter 5, Rule 21.)

A similar procedure will be followed in the case of payments to other departments.

Compilation.

154. After completing the audit of the monthly accounts of one province, the Comptroller General will prepare summaries of revenue and expenditure for each division and a consolidated account current for the whole province, entering divisional totals under cash balance, revenue and expenditure, and under such other heads as may be necessary.

The Comptroller General will record his audit in the divisional summaries of expenditure.

Copies of the monthly summaries and consolidated cash accounts will be communicated to the Conservator.

Chapter 62.—Transactions with Military Department.

Assignments	1	Lapse of Transfer Receipts and Cheques	5
Schedules of Receipts and Payments	2	Deceased and Deserters' Estates	8
Adjustment of Stores	3		

Assignments.

1. Assignments on local treasuries will be issued by Accountants General, at the beginning of the year, on the application of the Controller of Military Accounts. The probable cash requirements of each office for each month will be specified in these assignments.

Schedules of Receipts and Payments.

2. Treasury officers are directed (Chapter 23) to include all military receipts and payments in separate schedules, which they transmit with their monthly accounts. These schedules will be forwarded by the Accountant General in original, no copy being necessary; but on a single sheet of each form will be extracted, for office record, details of the miscellaneous receipts and payments at all treasuries, together with the gross transactions of each treasury on each head for which a special column is provided; the paid cheques and transfer receipts will also be retained. The schedules of payments received with the first list will be despatched to the Controller of Military Accounts as soon as this extract has been prepared and the total of each has been transferred to the proper column in the form used for the outward account current (Form 125); the schedules of receipts, and those of payment received with the second list, will accompany the account current, as will also schedules detailing the items included under transfers, &c.

Adjustment of Stores.

3. Adjustments, of the values of medical stores supplied to the civil department, should be made half-yearly on valuation statements, in which the aggregate quantity of each description of stores will be entered from each

indent on which issues have been made, the value being then calculated on the aggregate quantity of each article issued.

Military debits for ordnance and medical stores supplied to Provincial Governments must be accepted, including the 10 per cent. charged on the invoice value of the latter in addition to all transit charges.

4. The following rules have been laid down with regard to the charge for new instruments supplied by the Medical Store Department, and to the repair of old ones:—

1st.—The charge for new instruments will be the invoice value plus 10 per cent.

2nd.—No allowance will be made to the Civil Department for the value of instruments returned into store as useless and unserviceable, and no charge will be made to the Civil Department for the repair of instruments returned for repair and not brought upon the books of the Medical Store Department. But, when any new articles are supplied from stores to complete a set, the invoice value plus 10 per cent. will be charged.

3rd.—When instruments, returned into store on returning indent, are found fit for repair and re-issue, credit will be given for them to the Civil Department at two-thirds of the invoice value. The charge for such instruments, on re-issue to the Civil Department, will be the sum thus allowed for them, plus 10 per cent.

Lapse of Transfer Receipts and Cheques.

5. Military transfer receipts lapse at the end of the third account year after the year of issue, and military cheques at the end of the third month after the month of issue; both will be credited to the proper head provided under XXI. Miscellaneous, by debit to the Military Department, on the authority of statements received, as described in Rules 6 and 7, from the Controller of Military Accounts concerned. The entry in (the transfer section of) the account current with the Military Department should be supported by a quotation of the Controller's letter which forwards the statement.

6. At the end of each year, each Controller will take up the lists of transfer receipts issued in the third preceding year, extract the entries against which no mark of payment appears, and communicate them to the Accountant General concerned: the latter will commu-

nicate lists to the treasury officers drawn on, and on receipt of their replies despatch the Controller's list certified as correct or else corrected; if a treasury officer declare that a transfer receipt has been paid, he should give the month and the number of the voucher, and his assertion should be tested by reference to the original voucher. The Controller will return the list to the Accountant General after having attested all corrections by his initials, and stated in words the correct amount of the lapses; the number and date of the statement should be assigned at this stage.

7. In the case of lapsed cheques, in the absence of advices and check registers such as are prescribed for bills, check by treasury officers after a long period would be very laborious, and consequently a final list will be sent to the Accountant General, without previous check in the Civil Department.

Deceased and Deserters' Estates.

8. Under Articles 178 and 179 of Act V of 1869 (Indian Articles of War), the surplus of the estates of deceased persons subject to those articles, or of the property of deserters, is remitted to the Comptroller General (or to the Accountant General, Madras or Bombay, according to circumstances); the surplus property of deserters should be credited as revenue immediately on receipt, while that of deceased soldiers should be credited to a distinct sub-head under deposits and entered in a register of which the columns are: (1) date and No. of letter with which the deposit is received, (2) from whom received, (3) name of deceased soldier, (4) rank and corps, (5) date of deposit in Government account at presidency bank, (6) amount of deposit, (7) date when paid, (8) amount paid, (9) initials of Comptroller General or Accountant General, (10) remarks. Such deposits, if not claimed within three years, will be credited to revenue like any other deposits.

Chapter 63.—Post Office.

Assignment of Funds . . 1 | Adjustment of Transactions. 2

Assignment of Funds.

1. Before the commencement of the last month of each quarter, the Director-General of Post Offices will forward to the Accountant General an application in Form 126 for the funds to meet expenses in the coming quarter, on receipt of which the Accountant General will instruct treasury officers to make payments to the extent indicated for each disbursing officer. The probable requirements of each officer for the whole year are entered, in order that, if the ordinary application be delayed, it may be possible, on the urgent requisition of the Post Master General, to instruct treasury officers to make payments within the limits of the annual grant; in this case note should be made on the quarterly assignment, when subsequently issued on receipt of the ordinary application, that it includes the amount specially notified in a letter to be quoted.

The sum shown in column 5 as the balance from previous quarter will be approximate only; the application forwarded at the end of May will show there the surplus expected on the assignment for the quarter ending 30th June.

Adjustment of Transactions.

2. Actual receipts and actual charges (with the addition of the fund subscriptions which will be carried to credit of their proper heads) will be taken, without detail of classification, to credit and debit of the major head 'Post Office' in the monthly accounts and provincial books, and will be communicated, as soon after the close of the month as possible, to the Compiler of Post Office Accounts in Form 127; no vouchers need be appended, as the compiler will have received the original bills or original receipts from the Disbursing Post Master.

Certain transfer entries made in some account offices affect the head Post Office.

Bills for service hire on account of the Viceroy, Lieutenant-Governors, and Chief Commissioners, such as were formerly audited by the Examiner of Commissariat Accounts, will henceforth be audited by the Compiler of Post Office Accounts, and on the authority of bills passed by him will be charged to tour charges and adjusted to credit of XII. Post Office, by debit to tour charges, in the books of the province concerned. In the case of claims settled in any other way, the old practice remains unchanged.

In the accounts of Bengal, Madras, and Bombay, the amount of steam postage collections payable to the British Government is taken to debit of XII. Post Office, by credit to account current with London; the amount is deducted from the receipt schedule in the account sent to the compiler.

In the accounts of Bengal, of the contract allowance for conveyance of mails to and from Calcutta, Burma, and the Straits, the proportion payable by the Straits Government is taken to credit of 14. Post Office, by debit to the proper head under account current with India; the amount is deducted from the charge schedule.

In the accounts of India, on the authority of bills passed by the Commissariat Department, the service hire for conveyance of troops, baggage, &c., by bullock train, van dâk, &c., will be taken to credit of XII. Post Office, by debit to Military Department.

3. Post office deposits and permanent advances will be credited and debited to the heads Post Office deposits and Post Office permanent advances, and will be detailed at foot of the account current, though not included in its totals; the Accountant General will only see that he has a sufficient voucher, and will leave to the compiler the duty of check against individual credits. Receipts and payments on account of "Value Payable" parcels will be exhibited under the head "Post Office Value Payable Remittances."

These permanent advances remain as debt accounts on the books of the Accountant General, but the detailed register of them will be kept by the Compiler of Post Office Accounts, and not in the civil account offices. See Chapter 70, Rule 18.

Chapter 64.—Telegraph Department.

Assignment . . . . . 1 | Adjustment 2

Assignment.

1. The Director-General of Telegraphs, before the commencement of each official year, will furnish to the Comptroller General a statement (in Form 128) of the probable cash requirements of his department for the year, and the Comptroller General will forward extracts from the statement to the provincial Accountants General, shewing the requisitions on the treasuries under their control. These the Accountant General communicates to the treasuries concerned (Chapter 25, Rule 1-7).

Adjustment.

2. The receipts and charges will be taken to the remittance head "Telegraph Department," and a monthly account current, in a form similar to that used for the account with the Post Office (Form 127), will month by month be sent to the Examiner of Telegraph Accounts, Calcutta; the heads which will appear in the monthly consolidated abstract and in the local books are given in the list of heads (Part VI). With the account will every month be submitted any receipt by a Telegraph Master for stamps advanced and so charged off in the *plus* and *minus* memorandum (Chapter 25, Rule 3); and with the March account a memorandum of the form-books acknowledged to be in store at each treasury. Receipts on account of special advances of stamps (Chapter 25, Rule 4) should be shewn in a separate column.

Chapter 65.—Account Current with London.

Restrictions 1
Direct transactions prohibited 2
Purchase of European Stores 3
Special Payments in England 6
Account Current and Schedules 7
Rate of conversion 8
Rate of exchange 9
Inwards account 11
Deceased and distressed Seamen 12

Restrictions.

1. In the account current with London, no transactions are to be unnecessarily included. The general rule is that no item of receipt or payment is to appear when the credit or debit to the general revenues of India will remain unaltered; thus, an advance of pay to an officer proceeding home is not debited to London, because the amount is recovered by short payment of his leave allowances, but any sum to be actually recovered in cash may be debited. The several items which can appear in this account, and the accounts which are adjusted through it, are detailed in the list of heads (Part VI).

In illustration of the order that no transactions are to be unnecessarily included, it may be well to mention some cases in which special orders have been issued—

(*a*). Advances to British troops proceeding home are to be finally charged in India.

(*b*). Gain by exchange on stores supplied to provincial departments is to be taken to XIX. Gain by exchange.

(*c*). Payments out of the fund set apart in 1849 by the agreement with Maharaja Dhulip Singh should be a final charge in India.

Regarding advances of pay made in England, see Chapter 33, Rule 21.

But an advance of pay, made in England to an officer of a provincial department, will always be debited to provincial services and credited to account current with London.

It may be well to mention that for claims against Her Majesty's navy (*e. g.*, for coals supplied) navy bills must be obtained, which will be forwarded, for realization, through the account current with London.

Direct transactions prohibited.

2. There should be no direct transactions, on the public service, between officers or authorities in India and firms or persons in England, which entail payment of money to the latter; for books or stores from England have to be procured through the Secretary of State, and, in the cases where the strict rules on this head are observed, there can be no occasion for remittances from India. But, when a remittance to England on the public service is necessary, it should in no case be made by private bills, but invariably through the Government of India, who will arrange for the payment of the money by the Secretary of State for India, and for the settlement of the loss by exchange if the remittance be on account of a foreign administration, or for a Local Fund, &c.

Purchase of European Stores.

3. The orders requiring the purchase of stores in Europe through the Secretary of State do not apply to independent and non-official corporations, such as Port Fund Commissioners, or Municipalities, but they do apply to all other local bodies. The general test should be the origin of the funds to be spent, and the nature of the control over them vested in the Government. If such funds are derived from a private source, as an endowment, or from self-imposed taxation, as in the case of Municipalities, and if the Government has no legal control over the administering body, it cannot interfere with it or direct it to procure stores by any particular channel. But when the funds are obtained by taxation imposed by the Government, whether such taxation be imperial, provincial, or district, and the action of the administrative body is subject to control by the Government, as is usually the case with Local Fund Committees, then the general rule should apply, and purchases in Europe should be made through the Secretary of State.

Financial Resolution No. 3991, dated 14th October 1875, gives full instructions with regard to supply of European and American stores.

4. Officers indenting for stores to be supplied from England must state specifically in the indent whether

the cost is to be treated as an Imperial, Provincial, or Local Fund charge: for the last two, the Secretary of State will send separate invoices and charge the cost as a remittance to India, where recovery will be made at the rate current for the year of payment in England, not that of the year of recovery in India.

Recoveries made by the Public Works Department from Local Funds for English stores supplied will be credited by that Department to the Civil Department.

As trivial damages, unless arising from manifestly defective packing, are irrecoverable, credit must be given to London for the full amount there paid for stores supplied for Provincial Services without deduction for such petty damages.

In case of petty differences between the invoice and the account current debits of charges paid for stores in England, the latter should be taken as correct, and recovery made accordingly.

5. When stores are required for the *joint* use of imperial and provincial departments, their whole cost will be treated in the home accounts as an imperial charge, and the necessary adjustment between imperial and provincial revenue will be made in India. If they are for the use of a provincial department exclusively, but are not specially applicable to the service of any single province, their cost will be debited at home to Provincial Services, India, and adjustment will be made by the Comptroller General with the provinces supplied.

Special Payments in England.

6. When any special payment is to be made in England, the Local Government should be moved to send a separate communication requesting that the payment may be made. Credit should also be given in the account current if cash has actually been lodged in an Indian treasury, otherwise credit should be delayed till the payment has been notified in the outward London account.

The amount to be paid to the British Post Office on account of Overland money orders drawn on England is credited in the account current, and explained by an adjusting account sent through the Bombay Government. So with other European money orders.

Account Current and Schedules.

7. The account current, prepared in Form 129, is to be despatched once a quarter to the Comptroller General,

but monthly schedules in duplicate in the following form, with vouchers, are required in anticipation of the account.

Each schedule should bear a distinguishing number, and the items in them should be numbered and arranged in the same order as is followed in the account current.

No.

Government of . Schedule No. of Account Current with London for 187 .

Item No.	Particulars.	Received or paid in India in Indian Currency.			Gain or Loss by Exchange.			Net Amount credited or debited to London.					
								In Indian Currency.			In British Currency.		
		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	£	s.	d.
		300			31	4		268	12		26	17	6
•													

The figures given are those appertaining to an item of Rs. 300, the equivalent of which at 1s. 9¼*d.* is £26-17-6.

When the several items in a schedule involve separate receipts or payments in England, fractions of a penny should not be shewn, fractions of a half-penny or less being omitted and larger ones being shewn as a penny; when the whole schedule involves only one receipt, or one payment, in England, the fractions should be omitted only in the total of the schedule.

Rate of conversion.

8. The debits and credits in the London account current are made on the basis of converting Indian figures at two shillings the rupee: when, as is the general rule, adjustment is to be made at any other rate, the loss or gain by exchange is to be added or deducted on the supporting schedule, its amount being carried to the service head (XIX or 27). When the whole schedule refers to one head of the account current, the gain or loss by exchange may be calculated on the aggregate only, so that the second and third money columns will be filled up on the total line only; but, when portions of a schedule refer to different heads of the account current, the adjustment of exchange should be made in respect of each item or of the portion relating to each head.

Rate of exchange.

9. With the exception of the transactions mentioned below, which are adjusted at rates fixed by special orders, exchange should be calculated on *all* transactions at the rate fixed for each year for the adjustment of transactions between England and India. For method of calculation, see Appendix E.

The rates for each year are here recorded for convenience of reference—

Before 1871-72	2-0	1876-77	1-9¾
1871-72	1-11	1877-78	1-9½
1872-73	1-11½	1878-79	1-9
1873-74	1-11	1879-80	
1874-75	1-10	1880-81	
1875-76	1-10¼	1881-82	

The exceptions to adjustment at the fixed rates are—

Converted at two shillings the rupee.

Collections of Little Basses' Light dues.*

Steam postage collections.

Certain transactions of military funds.

Copper supplied for coinage purposes.

At the average rate of the Secretary of State's drawings on India during the month in which the shipment was made.

Stores for railways constructed from funds furnished by Native States.

At the lowest rate of the Secretary of State's latest reported drawings on the presidency concerned.

Remittances to England on account of the cost of appeals to the Privy Council on behalf of estates under the Court of Wards.†

As orders have been issued for the adjustment of certain classes at the annual fixed rate, it is thought advisable to detail them here:

---

* The dues are taken at a tonnage rate under an English Act of Parliament, and are calculated in sterling money, and their amount is converted and realized at 2 shillings the rupee. Commission at 5 per cent. on the realizations is credited to VII. Customs, and the balance to account current with London. When a refund of these light dues is made, the collectors of the dues should shew them in their statements of collections periodically sent to England, the net amount of collections only being taken in the account current with London.

† When a remittance to England for Wards' law expenses is being made, the Accountant General should by telegraph enquire from the Comptroller General the present rate for such remittances, and on receipt of reply advise the Collector of the sterling equivalent of the sum paid into the treasury on account of the Wards' estate.

Emigration bills, emigrants' remittances, pensions to retired Hongkong policemen, navy bills, remittances of the present Administrators General and Official Trustees, recoveries of family allotments, subsistence to distressed British seamen, wages and effects of deceased British seamen, wages of discharged seamen, stores for provincial services and local funds, stores for *ordinary* public works of Mysore, Hyderabad, and other foreign States.

The fixed percentages on account of departmental charges, &c., will of course be calculated on the cost of the stores as converted. The portion of freight paid in England will also be adjusted at the rate fixed for the stores themselves.

10. In the absence of specific orders to the contrary, whenever any sum due to the Government in sterling money is tendered or recovered in Government rupees, the amount to be accepted in British Indian currency shall be calculated at the rate of exchange fixed for the adjustment of financial transactions between the Indian Government and Her Majesty's Imperial Government at the time the demand for payment is made. It will always, however, be at the option of the debtor to discharge his obligations by a bill, payable on demand, drawn upon London by any well-known bank or firm.

The amount to be credited in the account current with London will be the value of the sterling debt at two shillings the rupee, the difference between this amount and the sum actually received being credited to Gain by exchange. For instance, when the fixed rate is 1·9¾, and it is necessary to recover a sum of £10, Rs. 110-5-6 will be received, of which Rs. 100 will be credited to account current with London, and Rs. 10-5-6 to Gain by exchange.

An exception to the general rule here laid down is contained in Rule 3 under section 36 (*b*) of the Civil Leave Code (as amended in May 1877), under which advances received by officers in England will be recovered in India at the rate of exchange of the year *in which the advance was made.* Such advances, however, do not pass through the account current. (See Chapter 33, Rule 21.)

Inwards account.

11. The inwards account current from London will only contain actual receipts and payments, and only original ones, and will exclude all items which have been shown in the homeward account.

When, in the extract from the inwards London account received from the Comptroller General, any item is found susceptible of

adjustment in the Public Works Department, an extract, supported by the original documents, should be communicated to the Examiner; no further action is required of the Accountant General.

Deceased and distressed seamen.

12. Rules for accounting for the receipts from estates of deceased, and the expenditure on relief of distressed, British seamen have been laid down by the Government of India for the guidance of the account department and the marine officers concerned, and are here reprinted for the convenience of reference.

1. Notifies that the rules are prepared at the request of the Board of Trade.

2. Shipping Masters, Master Attendants, or other officers charged with the duty of collecting the wages and effects of deceased British seamen, and of administering relief to British seamen found in distress, should keep a separate cash account of all such transactions in Form 130, which is Form C. C. 18 (slightly modified) at page 42 of the "Instructions to officers in the British possessions abroad" under the Merchant Shipping Act of 1854.

3. They should also keep all the subsidiary accounts in the forms prescribed by those instructions and draw out their vouchers as therein directed.

4. It must be understood that, except when the officer concerned has a cash chest of his own, all receipts and charges must be passed through the district treasury account daily in full, any balance in hand being remitted to the treasury. Such receipts and charges will be credited and debited to account current, London.

5. Should the officer concerned need funds for meeting relief charges, he should supply himself by bills drawn up by himself, showing the specific charges to be paid, which bills should be countersigned, before payment, by such responsible officer as the Local Government may appoint. As above stated, these charges will be debited to account current, London.

5. Immediately on the expiration of every month, an account in duplicate (in modified form C. C. 18 above referred to) of the month's transactions should be made out, the original being forwarded direct to the Board of Trade (with all the vouchers) and the duplicate (without vouchers) to the Accountant General, for transmission to the Secretary of State for India through the Local Government.

7. The duplicate account rendered to the Accountant General should be despatched to the Secretary of State through the Local Government with the utmost promptitude, after its contents have been noted for comparison with the entries in the quarterly account current, London.

8. The rate of exchange for the conversion of rupees into sterling will be that fixed for the year for transactions between the Indian and Imperial exchequers.

9. The adjustment of the account will rest with the Secretary of State for India and the Board of Trade.

Chapter 66.—Journal and Ledger.

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Forms.

1. The form of the journal is appended; that of the ledger is Form 131.

(*Form for Journal.*)

Dr.					Cr.		
Rs.	A.	P.	*		Rs	A.	P.

* Ledger folio of each item.

Heads.

2. The accounts to be opened on the ledger may be classified as follows:—

(1.) Opening and closing heads, *viz.*, Government, General Revenue Account, Grant Account, Balance.

(2.) Revenue heads,
(3.) Expenditure heads,
(4.) Debt heads,
(5.) Remittance heads,
} being the major and minor heads of the list given in Part VI.

(6.) Personal accounts of officers and departments, who are in account with the Accountant General, including also Transfers and Writes-back.

Opening the Books.

3. The books are opened by transferring from Balance account, to the various debt heads and personal accounts, the debtor and creditor balances with which they closed on last year's books.

The transactions are here described as if they took place in their natural order. As a matter of fact, the opening entries just described cannot be made until the books of the previous year are closed, which can never be until half the new year is passed and half the transactions of it duly posted in journal and ledger. But immediately on closing the books of any year, those of the next should be opened by bringing forward the balances at credit or debit of the several debt and other balanced heads.

4. At the commencement of each year, and immediately after the sanction of the budget for the province, the entire amount of the several grants must be brought upon the books in one sum by a debit to the head of Government and a credit to Grant Account. Under the latter head, the amount of each grant will be detailed in an inner column of the journal, and also of the ledger.

Authorized *transfers* of grants will not be adjusted on the books; but any grant formally made, and increasing the aggregate grant for services, will be brought to credit of Grant Account by debit to Government; and if the aggregate grant for all services be reduced, credit must be given to the head Government by debit to Grant Account.

Monthly entries.

5. The accounts of each month are journalized by two entries, headed respectively:—

Sundry Accountants, &c., *Dr. to*
Sundry Revenue and other accounts;

for the revenue and receipts of the month; and

Sundry Service and other accounts, *Dr. to*
Sundry Accountants, &c.;

for the disbursements of the month;

the various accounts being detailed beneath these headings.

In these entries the figures against sundry accountants (that is, the personal accounts) are to be taken from the statement of disbursers' accounts; those against the "Revenue and other" and "Service and other" accounts, are to be taken from the consolidated abstract: it has already been explained that the receipt and disbursement sides of the abstract must necessarily exactly tally with those of the disbursers' accounts. (Chapter 57, Rule 5.)

Under certain circumstances a revenue head may be included among the "Sundry service and other accounts," or a service head among the "Sundry revenue and other accounts." (See Chapter 55, Rule 9.)

The ledger poster will note, in the column provided for that purpose in the journal form, the folio of the ledger on which the corresponding entry appears.

6. In passing the month's transactions through the journal, the true ledger heads, *i. e.*, major and minor heads, only should be specified.

Inner columns of ledger.

7. Though the detailed heads are not ledger heads, yet the figures under them should be posted directly from the consolidated abstract into inner columns of the ledger, working up to the figures of the minor or true ledger head. The transactions of districts are brought together under these headings in the detail books; from them the consolidated abstract is prepared, and the ledger brings together, under the same headings and in precisely the same detail, the provincial totals of each class of transactions for the twelve months, thus collecting together not only the major and the minor, but also the detailed heads of receipts and charges, corresponding with the progressive total of such transactions contained in the general abstracts for March.

The form of the ledger allows space for sixteen inner columns if necessary. For there are eighteen columns, of which two only are required for the true ledger head, one for debtor and one for creditor entries. The remaining sixteen, that is, Nos. 1 to 16 for revenue heads and Nos. 2 to 17 for expenditure heads, may be made available for detailed heads; as detailed heads can occur only on one side of each such ledger account.

In the inner columns there may be *minus* entries, just as there are in the consolidated abstract; but of course such entries are impossible under the true ledger heads.

8. The inner columns of the ledger form can, in the debt, remittance, and personal classes of accounts, be conveniently used as independent headings, so that several accounts can be introduced in the same folio; this arrangement will facilitate their being grouped in classes. Several minor heads may, in the same way, be brought into one sheet if, as under most heads of Tribute, there be no detailed heads.

Closing the books.

9. The books may not be formally closed until orders are received from the Comptroller General.

First, the whole revenue and expenditure should be brought together under the major heads, the several minor heads appertaining to each being closed To or By the corresponding major head. These are the first entries which will be made in the ledger under the major heads of revenue and expenditure.

These major heads will be closed, in the case of revenue, To General Revenue Account: in the case of expenditure, By Grant Account. The head Grant Account will thus show the amount of every sanctioned grant and expenditure out of it; the savings for each grant will be shewn separately in inner columns, and the net amount of savings will be carried to credit of the head of Government. General Revenue Account is also closed by credit to Government.

10. The debt heads and personal accounts are separately closed to balance, and the remittance heads to Government.

The accounts with some colonial Governments in the central books are closed to balance.

Journal Totals.

11. The totals in the amount columns of the journal should not be closed at the end of the month, but carried forward continuously till the end of the year. They should be stated in pencil only, until the orders of the Comptroller General permit the opening entries to be posted. (Rule 3, note.)

The journal totals, after the completion of each journal entry, should of course be equal.

Trial Balance.

12. The accuracy of the ledger postings must be tested quarterly by the preparation of a trial balance sheet in the following form, of which a copy should be forwarded to the Comptroller General's office.

In the ledger form, space may be left after each quarter (see Form 131), in order that the figures for the required trial balance sheet may be more easily made up.

GOVERNMENT OF

Trial balance sheet for the quarter ending

ACCOUNT AMOUNTS.		Ledger page or folio.	Names of ledger heads.	BALANCE AMOUNTS.	
Debits.	Credits.			Debits.	Credits.

The columns to the left should be filled up with the totals of the postings on either side of every account, and should equal, and be compared with, the forward totals of the journal; in the columns to the right will appear the resulting balance to debit or credit.

13. The posting of the journal, and the preparation of trial quarterly balance sheets, should not be delayed till the opening entries can, under the Comptroller General's orders, be brought on the new year's books.

Annual Accounts.

14. After the closing of each year's books, two fair copies of the journal and ledger are to be made out, and despatched, one to the Financial Department for transmission to the India Office, and the other to the Comptroller General.

Chapter 67.—Provincial and Local Funds.

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Imperial and Provincial.

The revenue and expenditure classified under the prescribed Budget heads of account include those of the three following sections:

1. Imperial.—Reserved Imperial Revenue and Expenditure.

2. Provincial.—Revenue and Expenditure transferred to the more immediate control of the Local Government under the Provincial Contract System.

3. Local.—Revenue and Expenditure of all Local Funds, excepting—

Cantonment, Municipal, Port, Station and Town Funds.

Educational, Dispensary, Hospital, and other Trust or Endowment Funds.

Police Remount Funds.

Persian Famine Relief Fund (India); Pooree Pilgrim Fund (Bengal); Barea Tribute, Esplanade Fee (since incorporated), Cotton Improvement, and Indus Conservancy and Registration Funds (Bombay).

By the system of compilation prescribed in Chapters 48 and 55, the figures of each of these sections of the general account are shewn in a separate column in the consolidated abstract, it being arranged that each minor head of account shall be either wholly Imperial, or wholly Provincial, or wholly Local.

Division of Charge.

2. For decision of the question as to whether any particular charge is to be taken to the imperial or provincial heads of charge, the following principle has been laid down, being No. VI of the rules quoted in Chapter 31.

VI.—A Local Government must accept, without remonstrance, any charge which would, under the system in force before 1871-72, have been recorded, under any of the transferred heads of account, in the accounts of its presidency or province; and must not raise objections on such grounds as that the charge has originated outside the presidency or province, or that the presidency or province is not interested in it, or the like. If any doubt arises at any time, whether any charge should or should not be entered under any particular head in the accounts of any presidency or province, such doubt must be solved by one test only, *viz.*,—"How would it have been entered if it had occurred before 1871-72, when the powers and responsibilities of Local Governments were first enlarged?" Thus, for example, the pay or leave allowances of an officer belonging to another Administration on duty or on leave in the North-Western Provinces, and drawn there, must be charged in the accounts of the North-Western Provinces. The Governor General in Council did not intend by the measure of 1870, and does not now intend, to introduce or authorize any change of practice in such matters, or any inter-provincial, inter-presidential, or inter-departmental adjustments, not theretofore allowed: in regard to all such transactions, the arrangements made with the Local Governments were calculated upon the basis of the system which existed before the year 1871-72.

Mutual adjusting heads.

3. Besides thus distinguishing in the consolidated abstract the Provincial and Local Revenue and Expenditure, it is necessary also to produce separate balanced accounts of Provincial and Local, and for this purpose to include in the accounts the mutual contributions between the three sections which cannot enter the combined account as revenue and expenditure of the Empire.

4. For the exhibition of these mutual contributions the following adjusting heads are added in the consolidated abstract, immediately after the Budget heads.

Revenue.	Imperial.	Provincial.	Local.
AI.—Contributions from Provincial to Imperial ...	$b+c+d+e+f$		
AII.—Allotment from Imperial to Provincial	...	a	

Revenue.	Imperial.	Provincial.	Local.
AIII.—Contributions from Local to Provincial ...	...	*h*	
AIV.—Contributions from Provincial to Local ...	...	...	*g*
Expenditure.			
A 1.—Allotment from Imperial to Provincial	*a*		
A 2.—Contribution on account of Productive Public Works	...	*b*	
A 3.—Imperial share of Provincial Revenues	...	*c*	
A 4.—Contribution for Famine Assurance	...	*d*	
A 5.—Stamps and Stationery ...	...	*e*	
A 6.—Other contributions from Provincial to Imperial ...	...	*f*	
A 7.—Contributions from Provincial to Local	...	*g*	
A 8.—Contributions from Local to Provincial ...	...	...	*h*

Rule VII of the "Provincial Rules" directs that "the grant made to a Local Government for all the services entrusted to its administration is a consolidated grant; no claim will lie against the Imperial Treasury on the ground that the cost of any service exceeds the amount at which it was estimated in the calculation of the consolidated grant."

5. Of these, item *a* should be brought into the accounts by a monthly transfer entry, debiting to A 1, by credit to A II, one-twelfth (as nearly as convenient) of the annual allotment; items *b*, *c*, *d*, and *e* should be similarly brought in by transfer entry against the heads above indicated; items *f* and *g* may come in through a district account, or by a transfer entry, but in the former case the greatest care must be taken that the entries on

the two sides of the accounts exactly correspond, as it is absolutely necessary that the totals of the adjusting entries be the same upon both sides, so that in omitting them in the general abstract of account the balance may remain unaffected.

6. Item *b* is explained in F. D. No. 3667, dated 26th October 1878; for item *e* each Accountant General should obtain a quarterly or annual return, in such detail as may be arranged, from the Superintendents of Stamps and Stationery who supply his province; and the figures supplied for this purpose by each Superintendent will be duly examined and reported upon, at the time of the audit of the Superintendent's accounts.

Debt Transactions.

7. All debt and remittance heads are to be taken in the Imperial section of the accounts, and none in the Provincial or Local.

Debt transactions, that is, Advances recoverable and Suspense items, which take place on account of the Provincial Government, will be taken in the accounts to the ordinary heads of Advances recoverable and Suspense without any distinction from imperial items; but those which occur on account of Local Funds, and have to be taken in reduction, or increase, of the balances at credit of the Local Funds (see Rules 13 and 14 beneath) must be taken to a separate debt head, upon the imperial books, called "Incorporated Local Funds Debt Accounts."

8. The balance at credit of the Provincial Government and of Local Funds (that is, the balance of the revenue and expenditure accounts, excluding all advance and suspense items), will be shewn under the debt heads, "Provincial Services" and "Incorporated Local Funds," respectively. These accounts will be operated upon only by the entries made under Rule 10 of this Chapter; they shew during the year the opening balances of the Provincial and Local sections of the account, and the entry made under Rule 10 brings into them the net result of all the transactions of the year.

Abstract Accounts.

9. *a.* Together with the monthly consolidated abstract, an account is required of each of the three sections of Revenue and Expenditure.

b. The Imperial abstract is merely an extract from the consolidated abstract shewing the totals of the Budget major heads.

c. The abstract of the Provincial Services and Local Funds sections of the accounts will be made up, separately for each section, in Form 132. The current month's figure and the progressive totals should be posted direct from the consolidated abstract, and the opening and closing balances (the former taken from the debt account of Provincial Services, or Incorporated Local Funds) added in the progressive column. One copy of this account, shewing major heads only, is to be submitted to the Comptroller General; another copy, drawn up in any detail desired by the Local Government, is to be submitted to the Local Government.

Together with the final abstract for the year must be submitted to the Comptroller General a complete account of the details upon which the entries under the various adjusting heads have been calculated. The maintenance of separate accounts for the record of this information is prescribed by F. D. No. 3667, dated 26th October 1878, para. 27.

Closing of Accounts.

10. At the time of finally closing the accounts, the net surplus or deficit of the year (that is, the difference between the opening and the closing balances in the final abstracts) on the Provincial Services and Local Funds accounts, respectively, will be transferred by journal entries in the following form:

Dr. Adjusting payments to Provincial Governments (Provincial and Local surpluses), to
Provincial Services, (or Incorporated Local Funds) *Cr.*

for net surplus of Provincial Services, (or Local Funds) for this year.

or

Dr. Provincial Services (or Incorporated Local Funds) to

Adjusting Receipts from Provincial Governments (Provincial and Local deficits.) *Cr.*

for net deficit of Provincial Services (or Local Funds) for the year.

After this entry the debt heads "Provincial Services" and "Incorporated Local Funds" will again shew the balances at credit of these sections of the accounts respectively.

It must be remembered that a deficit under Provincial Services, or under a Local Fund, cannot be adjusted in this way unless there is an actual balance at credit of the Provincial Services, or Local Fund, to meet the transfer. If the transfer would more than exhaust the balance, a special grant must first be made either from Imperial to Provincial, or from Provincial to the Local Fund. See F. D. 1137, dated 23rd February 1878.

Annual Accounts.

11. Two annual abstracts, one of Provincial Funds, the other of Local Funds, are required by F. D. No. 3667, dated 26th October 1878, to be drawn up in the manner described in Rule XI, quoted below, of the Provincial Rules.

XI.—On or before the 31st January of each year, each Local Government must forward to the Government of India in the Financial and Public Works Departments and publish in the Local Government Gazette, in detail of major heads, with such explanations as may be necessary for the due understanding of its financial administration—

(1) An account showing—

(*a*) the balance of the Local Government in the Imperial Treasury at the beginning of the last complete financial year;

(*b*) the revenues appropriated during that year to provincial uses, and the supplementary assignment from the Imperial Treasury;

(*c*) the expenditure under provincial responsibility during that year;

(*d*) the balance of the Local Government in the Imperial Treasury at the end of that year;

(2) revised estimates in the same detail for the current financial year;

(3) estimates in all the same detail for the coming financial year.

The form prescribed for these abstracts is that of Abstract III of the Financial Statement of 18th March 1878, with opening and closing balances, and with one or two changes of heading specified in the above-quoted Resolution.

Subsidiary Local Fund Accounts.

12. Apart from the restrictions of any law affecting the case, the Local Government is at liberty to annul the appropriation of any of the existing funds, and to direct its entire amalgamation with its general funds, in which case no separate account of it will be required, and no separate balance need be maintained, as its balance will then be part of the general provincial balance. But so long as any local fund remains appropriated, or so long as the Local Government requires a separate account or a separate balance of any such fund to be maintained, it will be necessary, either to keep subsidiary accounts in which the transactions (which are amalgamated under the prescribed headings, both in the general accounts and in the subsidiary local fund abstract prepared under Rule 7) may be broken up under the several appropriated funds to which they belong; or to arrange the compilation of the general account, in such a way that this object may be served.

13. For this purpose it has been directed in Chapter 48, Rule 2, note, and in Rule 1, note, and in Rule 8 of Chapter 55, that in the first stages of the compilation the local fund items should be stated separately, and that they should be incorporated in the general account only in passing from the detail book to the consolidated abstract. The details of any local fund account can thus be at once recovered from the classified abstract, and the details of any class of local funds (*e. g.*, District Public Works or Educational) from the detail book.

The revenue and expenditure of Incorporated Local Funds are incorporated under the general service heads; and the debt heads of these local funds appear in the general accounts under the general debt head "Incorporated Local Funds Debt Accounts." See Rule 7. In preparing a separate detail of local fund items, these debt transactions must be included, as well as the revenue and expenditure.

14. A separate form is required upon which the financial position (that is, the net debit or credit balance on the Government books) of each local fund may be

readily worked out. In this form a column should be assigned to each fund, and the headings in the margin would be—

RECEIPTS—

Opening balance.
Twelve months, one line for each.
Total receipts.
Grand total.

EXPENDITURE—

Twelve months, one line for each.
Total expenditure.
Closing balance.
Grand total.

The opening balance being filled in in ink, the total receipts and expenditure of each month will be posted from the local fund part of the detail book. As the only object in striking balances at the end of each month would be to ascertain that no local fund had overdrawn its account, it need be done (in pencil) only in those cases in which the figures do not render it evident at first sight that the balance is on the credit side. But balances should, in any case, be struck (in pencil) at the end of every half-year.

For the reasons explained in the rule under the last rule, the aggregate balance of these accounts does not work up to the balance under the debt head "Incorporated Local Funds," but to the combined balance under that head and "Incorporated Local Funds Debt Accounts."

Annual Report.

15. Rule 7 of next Chapter, requiring an annual report of Local Funds, applies to incorporated as well as to Excluded Local Funds.

Chapter 68.—Excluded Local Funds.

Municipal and Cantonment Funds 2	Other Local Funds . . . 6
Annual Accounts . . . 4	Annual Report . . . 7
	List of Heads . . Annexure.

1. The directions in this chapter relate to those local funds, enumerated in Chapter 67, Rule 1, which still remain outside the general accounts.

Municipal and Cantonment Funds.

2. First, as regards municipal and cantonment funds,—the details of these accounts are excluded from the Government books, which record under a separate debt head, without specification of detail, the amounts received into the treasury, and paid out of it, on account of the funds.

This order does not affect the system of audit and record in force in any province under Government orders; where the Accountant General audits and classifies the municipal accounts in detail, he will continue to do so, although the compilation must necessarily be separate from the Government accounts, or connected with it only through the remittances to and from the treasury.

The postage of letters between public officers even on the affairs of municipalities will be borne by Government and should be paid by service stamps. But postage on correspondence with a municipality is not a public charge, and letters sent to one should go *Service Bearing*.

3. The receipts and payments of each fund are reported in the treasury accounts, and from them will be posted in a broad sheet, shewing—

For the Receipts.	*For the Payments.*
1. Name of fund.	1. Name of fund.
2-13. Twelve monthly columns.	2-13. Twelve monthly columns.
14. Total receipts.	14. Total payments.
15. Balance on April 1.	15. Balance on March 31.
16. Grand total.	16. Grand total.

The amounts in the twelve monthly columns should be entered by each district auditor after he has compared them with the entries in the *plus* and *minus* memoran-

dum of the treasury officer, and has checked the balances of that memorandum so as to guard against any fund over-drawing its account. The total must be compared monthly with the detail book postings.

Annual Accounts.

4. (*a*) At the end of the year the Accountant General obtains, under orders of the Local Government, from each municipality, a statement of their receipts and charges (unless he himself audits and classifies them in detail). The major and minor heads, under which they are to be classified, are stated in the annexure, and any further details desired by the Local Government may be shewn as sub-heads.

(*b*) The account should shew both the opening and the closing balance, and of each balance details should be given, shewing (1) how much of it was on the Government books, (2) how much outside the Government books and where. The first part of the balance must be tallied with the account prescribed in the last rule, but the rest of the account cannot be proved in any way against the Government accounts, except in the case in which the municipality are bound to pass *all* their transactions through the treasury.

(*c*) An abstract of the account, shewing the figures for the whole province only, and not for separate funds, should be submitted to the Comptroller General.

The account prescribed in this rule is to be obtained from the municipalities which are not on the Government books as well as from those which are.

The duty of supervising the accounts and estimates of cantonment funds having been transferred from the military to the civil department, they should be prepared in the form and according to the classification used for other local fund receipts and charges, and should be examined under similar rules. In the Bengal Presidency a separate annual estimate of income and expenditure of cantonment funds should be prepared in the form prescribed in the military department, and should be furnished for scrutiny to that department, as hitherto, with such further information as it may require. (*Financial Department No. 2728, dated 30th August 1877, and No. 3978, dated 29th October 1877.*)

5. It has been objected that in some cases municipalities and similar corporations delay re-payment of their share of the charges incurred on their account by Gov-

ernment, and that, consequently, it is necessary to charge the whole in the first instance to Government, crediting the recovery from the corporation, when effected, to the appropriate head. If the recovery is made in the same year of account, a transfer entry will set matters straight (only a transfer entry bringing a charge against a municipality will require the previous consent of the municipal committee); but there is probably nothing unreasonable in requiring a corporation to pay in advance its estimated share of any service to be rendered by the provincial Government (as municipalities now do for public works), and still less in demanding that, when a service has been rendered, it should pay over its share of the cost at the same time as Government will have to pay for it.

In one province local corporations have to pay for medicines supplied, and their liability cannot be accurately known till the final account current with the military department has been received. Here it is recommended that the local corporation shall pay in March a sum roughly estimated as the value of the medicines, which will be credited under suspense account pending receipt of the military bill. Any over-recovery will be re-adjusted in the new year.

Other Local Funds.

6. The transactions of other local funds upon the Government books are brought to account in detail, that is, the receipts are paid into the Treasury with specification of their particulars, and the expenditure drawn from it upon vouchers which describe its nature. The classification observed will be that set forth in the annexure to this chapter.

The totals of the receipts and charges of these will be taken to the debt head, Local Funds; and the particular balance of each fund will be worked out in the manner prescribed in Chapter 67, Rule 14.

When a Local Fund is of a private nature, and no account or audit of it is required at the hands of the Accountant General (*e.g.*, a Library or Museum Fund, administered entirely by a Curator), the account may be kept in the form provided for personal deposits.

Annual Report.

7. The Accountant General will submit, through the Local Government, a yearly statement of the income,

expenditure, and balance of every local or other independent fund upon his books, with a few brief remarks upon the finance of each, with the object of showing, *first*, that each fund is solvent; *secondly*, that it is applied to the purposes for which it is intended; *thirdly*, that it is not overlooked, but is being fully utilized; *fourthly*, that its continuance is expedient. In submitting these statements to the Government of India, the Local Governments should add their own remarks.

The statement here required should be sent in after the financial abstracts of local funds have been submitted to the Local Government.

ANNEXURE.

List of Major and Minor Heads of Account of Excluded Local Funds.

RECEIPT HEADS.

TAXES, RATES, AND CESSES:

- ON LANDS.
- ON HOUSES.
- ASSESSED TAXES—
- MISCELLANEOUS TAXES—
  - *Octroi.*
  - *Licenses.*
  - *Miscellaneous.*

POLICE.

- POLICE SUPPLIED TO PRIVATE PERSONS.
- RECEIPTS FOR REMOUNTS.
- RECEIPTS FOR CLOTHING,

  includes deductions from salaries of Constables, and 10 per cent. supervision allowance for cost of clothing in the N.-W. Provinces.

- FEES, FINES, AND FORFEITURES.
- MISCELLANEOUS.

  This includes receipts for rewards to Police, contributions and sundry other receipts.

EDUCATION.

UNIVERSITY FEES.
COLLEGE FEES.
SCHOOL FEES.
INCOME FROM ENDOWMENTS.

This includes rent of endowed lands and houses, and interest on capital of endowments. Such capital value of endowments, however, would not appear in the accounts.

CONTRIBUTIONS

from Government, Native States, and private persons:

SALE PROCEEDS OF BOOKS.
MISCELLANEOUS.

MEDICAL.

HOSPITAL RECEIPTS.

Receipts from paying patients and lock-hospital fees would be taken to this head.

SALE OF MEDICINES.
INCOME FROM ENDOWMENTS.

This includes rent of endowed lands and houses, and interest on capital of endowments.

CONTRIBUTIONS.
MISCELLANEOUS.

MARINE.

PORT RECEIPTS.
PILOTAGE RECEIPTS.
MISCELLANEOUS.

MISCELLANEOUS RECEIPTS.

TOLLS.
INTEREST.
RENTS.
SALES OF LANDS, HOUSES, &C.

Proceeds of the *produce* of land should not be credited here, but only those of sales which reduce immovable property.

CATTLE TRESPASS FINES.
MISCELLANEOUS FEES AND FINES.

This would include fees from all fairs, from examinations (other than those of the University), latrine, grazing, cattle market, copying, fishery, boat and hackney carriage registration, cotton press working, and other fees and fines.

CONTRIBUTIONS.
SUNDRY RECEIPTS.

Sale proceeds of old stores, recoveries of excess payments in a past year, &c., will only be taken to this head when there is no receipt head answering to that which originally bore the charge. Other receipts falling under this minor head are—tribute from the Barrea Estate (Bombay), sale of unclaimed property, sale of produce of lands and gardens, and the like.

CONTRIBUTIONS

FROM PROVINCIAL FUNDS.
" LOCAL FUNDS.
" MUNICIPAL FUNDS.

PUBLIC WORKS.

TOLLS.
RENTS.
SALES OF LANDS, HOUSES, &C.
MISCELLANEOUS.

This head is to take recoveries of over-payments in past years.

CHARGE HEADS.

REFUNDS.

TAXES, RATES, AND CESSES.
POLICE.
PUBLIC WORKS.
MISCELLANEOUS.

COLLECTION OF TAXES AND CESSES.

POLICE.

EXECUTIVE FORCE.
VILLAGE POLICE.
SPECIAL POLICE.
REMOUNT CHARGES.
CLOTHING CHARGES.
MISCELLANEOUS.

EDUCATION.

INSPECTION.
COLLEGE.
SCHOOLS.
GIRLS' SCHOOLS.
NORMAL SCHOOLS.
SCHOLARSHIPS.
PRIZES, &c.
GRANTS-IN-AID.

Grants-in-aid of private educational buildings should be a detailed head.

MISCELLANEOUS.

MEDICAL.

MEDICAL ESTABLISHMENT.
VACCINATION.
SANITATION.
HOSPITALS AND DISPENSARIES.
LOCK HOSPITAL.

Includes charges for Cantonment lock hospitals.

GRANTS FOR MEDICAL PURPOSES.

MARINE.

LIGHT-HOUSES.
PORT ESTABLISHMENTS, &c.
PILOTAGE ESTABLISHMENTS, &c.

MINOR ESTABLISHMENTS.

GENERAL MANAGEMENT,

including any payment towards the account office or other head-quarter establishment.

BOTANICAL AND OTHER PUBLIC GARDENS.
COLLECTION OF TOLLS, RATES, RENTS, &c.
„ OF CATTLE TRESPASS FINES.
CEMETERIES,

when the charges are paid by a Cantonment Fund.

MISCELLANEOUS ESTABLISHMENTS,

including any for statistical purposes, museum allowances and charges, conservancy, lighting, watering and slaughter-house establishments and charges, establishment of serais, gardens, parks, menageries, and cattle markets, and the like.

MISCELLANEOUS.

EXAMINATION CHARGES.
PENSIONS AND GRATUITIES CHARGEABLE TO LOCAL FUNDS.
DONATIONS FOR CHARITABLE PURPOSES,

including funeral expenses of paupers, poor-house establishment and charges.

DONATIONS TO GARDENS AND MUSEUMS.
EXHIBITIONS AND FAIRS,

including charges for breeding horses and cattle.

INTEREST ON DEBTS OF LOCAL FUNDS.
MISCELLANEOUS AND UNFORESEEN CHARGES.
PETTY CONSTRUCTION AND REPAIRS.

CONTRIBUTIONS.

TO PROVINCIAL SERVICES.
TO LOCAL FUNDS.

PUBLIC WORKS.

ORIGINAL WORKS.
REPAIRS.
ESTABLISHMENT.
TOOLS AND PLANT.

Chapter 69.—Subsidiary Account of Special Loans.

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Payments in discharge of loan 7
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General.

1. Sums of money are occasionally advanced to corporations and to individuals by Government for special reasons, and on conditions which have generally been stated in full in the orders sanctioning the advance. The following general instructions must be taken as supplementary to those special conditions: they do not apply to advances (such as takavi or for house-building) made under standing rules.

2. These loans may be of several kinds; they may bear no interest; or they may bear an excessive nominal rate, part being carried to credit of a sinking fund; they may be repaid by fixed annual instalments including interest; or the instalment of re-payment may be in addition to interest; they may be repaid by periodical instalments of not less than a fixed sum; or the condition of re-payment may only be the clearing of the loan in a fixed time.

3. For each loan a separate minor head will be opened in the accounts, subordinate to the major heads "Capital Account, Loans to Native States or private persons," and "Capital Account, Loans to Municipalities or Corporations." These heads will be debited with the advances, and credited with the re-payments, which appear in the accounts of each month.

Subsidiary Register.

4. There will also be a subsidiary register in the annexed form, in which each advance, and each re-payment, will be posted in detail from the treasury account, and in which also the account of interest will be kept.

Subsidiary register of loan of Rs._____sanctioned for _____
_____in orders of G. I. F. D. No. _____dated_____

CONDITIONS OF LOAN.

To bear interest at_____ per cent., to be paid (half) yearly, (of which_____per cent. is to be credited as interest and_____per cent. carried to credit of a sinking fund), and to be repaid by (half-yearly instalments of Rs._____in addition to accruing interest), *or* (within_____years).

		Account of Principal of Loan.			Calculation of Interest on Principal.			Account of Interest Demand.		
Date.	Voucher.	Advance.	Re-payment.	Balance.	Period.	On advances.	On re-payments.	Amount due.	Amount paid and credited. To XVIII. Interest.	Amount paid and credited. To Sinking Fund.
1873.										
April 16th ...	Balance.	...	...	50,000	½ year	1,000	...	1,270	...	
May 1st ...	...	...	...	...	...	..	...	...	270	
May 5th ...	7	5,000	...	55,000	161 d.	89-14	...	...	...	
June 10th ...	...	...	20,000	35,000	128 d.	...	280-0	...	...	
June 16th ...	..	...	...	...	...	...	...	...	700	
Aug. 16th ...	18	5,000	...	40,000	61 d.	33-7	...	...	..	
Sept. 1st ...	...	...	...	..		...	...	...	200	
.....	Totals	...	...	...	...	1,123-5	280-9	1,270	1,170	...
Oct. 16th ...	...	To arrear interest due Rs. 1,270, less 1,170 ... Interest due on arrear interest, namely,— Rs. 1,270, at 6 per cent., for a year ... 38-1 Less 270 for 168 days ... 7-7 700 for 122 days ... 14-1 200 for 45 days ... 1-8 ... 23-0 Net due ... ... To interest accrued on principal this day 1123-5, less 280-9 = 842-12							100 15-1 842-12		
Oct. 16th ...	Balance	...	...	40,000	½ year	1,600	...	957-13	...	

In this example the rate of interest is taken at 4 per cent., and the days for its payment are supposed to be April 16th and October 16th. The first, second, and fourth sections record actual transactions, and require no remark. In the third section, "calculation of interest," the figures shew the amount that accrues and falls due upon the next periodical day. On the balance Rs. 50,000, half a year's interest, or Rs. 1,000, will fall due on October 16th; on the rest the amounts are calculated upon the number of days from the date of the transaction till the

end of the half-year (see Chapter 7, Rule 8 (*a*) Note) : the actual amount due on October 16th is the difference between the two columns.

On the periodical fixed day, the account is made up in the manner shewn, and the balance of principal Rs. 40,000, and of interest Rs. 957-13, due from the debtor, is calculated and set forth in the manner indicated.

It is not thought worth while to set apart separate special columns for calculation of interest due on arrear interest. The calculation, however, is made, as shewn in the above specimen, in exactly the same way as on the principal, though the rate per cent. is usually higher. See Chapter 7, Rule 8 *c*.

5. The first, second, and fourth sections of the account should be filled in, as soon as the transactions are reported, from the bank sheet or the cash account. The calculation of interest will be made at the same time by the aid of the table in Appendix F. It will be observed that these columns shew the interest that *will* be chargeable on the next periodical day, and that the amount of interest deduced upon them is not actually debitable against the borrower until the next periodical day.

A loan bears interest for the day of advance, but not for the day of re-payment.

Loan Expenditure by P. W. D.

6. In cases where the loan expenditure is, under special orders, to be conducted and controlled by the Public Works Department, debits will be communicated by the Controller in his monthly account current, for adjustment to debit of the particular loan out of which the expenditure is incurred, by transfer credit to the Public Works Department. The amount will be charged in the subsidiary register above prescribed, and will bear interest as though it had been advanced on the last day of the month in the account current of which it appears ; notice of each charge should be sent without delay to the indebted body.

The loans under the above arrangements will stand on the civil books ; the calculation and adjustment of interest on them, together with their recovery, devolve on the Civil Accountant General, and the action of the Controller is confined to an audit of the outlay incurred and to seeing that the total expenditure is not in excess of the sum granted.

It will be understood that these orders, on the peculiar case of works executed by the Public Works Department from a loan made to a corporation on the special condition that it shall be

expended for a special purpose under departmental control, in no way interfere with the procedure for ordinary cases laid down in Financial Department No. 3902, dated 31st October 1868, under which a municipality wishing for the help of the department in executing ordinary works is to pay over the cost in advance.

Payments in discharge of loan.

7. Any sum paid into the treasury simply as a re-payment of the loan, will be, as above provided, credited in the column of re-payment; if it be simply interest, it will appear in the last column but one; but if, with interest, it include any sum of the nature of a re-payment, the cases will differ.

(*a.*) The interest may be at an excessive rate, of which part may be creditable to a sinking fund: the part credited to XVIII. Interest will appear in the last column but one, and the portion credited to the sinking fund in the last column.

(*b.*) The remittance may contain, in addition to interest, a sum to be applied specially to re-payment: the interest portion only will be entered in the last column but one, and credited to XVIII. Interest, the instalment of re-payment in column 4.

(*c.*) The remittance may be a fixed sum due periodically, of which part goes to interest, part to re-payment: the interest must be first credited and the balance taken as a re-payment.

Nothing may be credited as re-payment of principal, so long as any sum is due on account of interest unpaid.

Interest for any half year (or year) is not "due" until the end of the half year (or year) during which it accrues.

Periodical making up of account.

8. After all entries up to, but not including, the date on which interest becomes due, have been made, a line will be drawn across the page. First, the interest account of the past half year must be made up, by deducting the amount paid on account of interest from the demand on that account entered in the "amount due" column, and bringing down "balance of interest due." Then a calculation must be made of the interest (if any) demandable on overdue interest of the pre-

vious half year. Lastly, the second and third columns of the "calculation of interest on principal" must be totalled, and the excess of the total of the second over the total of the third, carried into the "amount due" column. The total interest due, and the total principal due, will then be made up, and the account will be opened for a new period.

The form above given will indicate how the account may be made up.

If interest is payable yearly, instead of half-yearly, the account will be made up only once a year.

9. A copy of the account as thus made up, and of the new statement of demand, should be sent to the debtor.

Sinking Fund.

10. Moneys credited to a sinking fund should, as soon as may be convenient, be invested in Government securities, unless some other investment is formally authorized by law. All charges of these investments, including commission payable to the bank on purchase or sale, or on realization of interest, must be borne by the fund.

Audit of Receipts.

11. The subsidiary register will give the Accountant General the means of seeing that both interest and instalments are repaid at the due date, and in case of delay he should at once address the officer who is in direct communication with the debtor or charged with the administration of the property or of the corporation to which the loan is made. The debtor should be warned either by this officer, or, if the loan is not on any district account, by the Accountant General, when any payment, either of interest or of principal, is about to fall due from him; but omission to give this warning of course gives the debtor no claim to exemption from the consequences of default.

Default.

12. The occurrence of a default in payment either of principal or of interest, if not immediately remedied, should be reported without delay both to the Government of India and to the Local Government.

Annual Return.

13. Returns, in Forms 133 and 134, will be submitted annually by each Accountant General on whose books any such loans are borne, those to private persons being shewn in separate sheets from those to public bodies. Before despatch these returns should be agreed with both the ledger and the subsidiary register: the entries in the former should be borne out in all respects by the latter record, and the latter will also check the interest columns of the return.

There will be no record of the progress of the sinking fund in the subsidiary register; the interest realized on the securities of the fund will be credited with the other cash receipts in column 5 of Form 133. If the investment is not exclusively in Government loans bearing interest at 4 per cent., a separate detail should be submitted, shewing the rate of interest borne by each part of the investment.

A re-payment due, but not made, may be shewn in *red* ink in the column of "Amount repaid," in Form 133, but it will not, of course, affect the balance; and a foot-note should be appended, explaining that items shewn in red, though due, are not yet realized.

Chapter 70.—Verification of Balances.

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Form of Statement.

1. The accounts of the year are not complete until the balances upon the ledger under the debt heads, and the outstandings under the remittance heads, have been verified. Accordingly, after the despatch of the final account for March, in anticipation of the formal closure of the books, an explanatory statement of closing balances will be submitted to the Comptroller General in the following form:

Explanatory statement of the balances on the books of the Accountant General for the 31st March 1877.

Heads of Account.	Dr. Balances.	Cr. Balances.	Explanatory Remarks.

The form should be ruled by hand on foolscap.

The greater part of the work, however, can and should be done before the completion of the final account for March.

The following rules give directions as to the verification required in several cases, and will indicate what is required in the cases not specifically mentioned.

Special Loans.

2. The ledger balance should be verified against the outstanding principal of the loan shewn in the special

loan registers. It should also be stated that the balances due at the end of the year (or, if in the case of any loan another periodical date is fixed for making up the account, then at the last previous date of making up the account) have been communicated to, and not been objected to by, the debtors.

Service Funds.

3. The balances should be compared and reconciled with those in the account current sent in by the trustees or managers. There are sometimes large differences arising from the trustees crediting in their accounts of the year interest which is not really payable to them till April 1st.

Incorporated Local Funds.

4. The separate balances entered in the subsidiary accounts prescribed in Chapter 67, Rule 14, must each year be communicated to (and, if necessary, accepted by) the officers charged with the administration of the funds.

Excluded Local Funds.

5. The verification is the same as under the last rule, that is to say, the balance must equal the aggregate of the separately verified balances.

Deposits.

6. For deposits, of which full detailed record is kept, after the posting and comparison of the re-payments of the fourth quarter (under Chapter 39, Rule 4), the receipts of the current year will be posted in the broad sheet there prescribed, in the column headed "Balance outstanding on April 1st," the cross Totals of the re-payments will be cast up into the column "total re-payments," and the "Balance outstanding on March 31st" deduced and entered.

The first and third of these balances should also be compared with the statement of lapses, and the account particulars.

7. It is necessary, however, to keep a separate record in order to facilitate the comparison between the separate balances at credit of each officer and the aggregate appearing on the ledger. This may most easily be done, by the maintenance, in the deposit check section, of a broad sheet similar to that prescribed in Chapter 68, Rule 3, for municipal funds, in which a separate line will be set apart for each officer who submits returns. The totals of the monthly columns must be compared with the monthly figures in the consolidated abstract, and the balances brought out in the last column are capable of verification on one side against the separate outstanding details, as prescribed in the last rule, and on the other side in their aggregate against the ledger balance.

As local mistakes will be corrected by transfer entries, there must be on each side a line for transfers, and the details which make up its figures in any month should be interlined in red ink against the officer whose account is affected. The annual credit of lapses being effected by means of a transfer entry will thus be brought into this statement.

8. The balance of personal deposits must be verified by addition of the separate balances shewn in the returns for March (as checked by the account office), and it must be seen that they are, in each case, certified in the manner prescribed in Chapter 14, Rule 22.

The maintenance of a separate broad sheet, after the method of Rule 7, will not be worth while unless the accounts are very numerous.

Savings Bank Deposits.

9. The amount on the ledger should be verified against the balance made up on the Savings Bank accounts. For the District Savings Banks, of which the accounts are checked by the Comptroller General, the reconciliation will be made in communication with the Savings Bank section of the Comptroller General's Office. Regarding Presidency Savings Banks, See Chapter 73.

The balance on the Presidency Savings Bank accounts includes credit of interest for the year of account; but, as interest is not due till April 1st, it is not credited in the Government accounts until the subsequent year.

Bills.

10. The verification should be made separately for the four classes, *viz.*, supply bills, local and foreign, and remittance transfer receipts, local and foreign.

After the credit of lapsed bills to Government (Chapter 40, Rules 10 and 17), the amounts of the outstanding bills should be carried, in the issue lists, into the balance column. The balances of each year's bills, added to the total payments of the same year's bills, should agree with the total drawings (in respect of bills of the year just closed) or with the balance outstanding at the end of last year (in respect of bills of the two former years); and this agreement should be complete both for the whole and for each district or province drawing.

11. The forward balances will then be posted into statements (form below), of which the totals ought to agree with the provincial ledger balances. The statements will be submitted to the Comptroller General along with the verified list of balances.

*Abstract Statement of** *outstanding on 31st March 1874.*

* *Insert* supply bills *or* remittance transfer receipts, local *or* foreign.

District or Province drawing.	Outstanding on account of			Total outstanding.
	1871-72.	1872-73.	1873-74.	

Money Orders payable.

12. The credits and debits to this head are the local money orders payable locally; and the head exists only on the books of India, Madras, and Bombay. The balance should be verified by comparing it with the total of the list of money orders outstanding, made up in the money order section of the office.

13. The balance under European money orders will be verified by the Accountant General, Bombay. The analysis in Chapter 42, Rule 18, shews that, excluding differences arising from special causes, the balance under the debt head is composed of the following:

To credit—

Outward orders—par value of orders issued, but not yet included in an outward list.

Local orders payable—amount issued, but not yet paid, repaid, or lapsed.

The unpaid balance of inward orders is at credit of the various accounts current.

Cash Remittances.

14. The balances under the Cash Remittance heads are composed of credits unadjusted by debits, and debits unadjusted by credits. Of these unadjusted items a complete list should be made out, shewing the month to which each item belongs. The net totals of these statements should correspond with the ledger balances, and should be submitted in support of the explanatory statement (Rule 1).

Advances Recoverable and Suspense Accounts.

15. Rules have already been given (Chapter 47, Rules 23 and 28) for testing the accuracy of the balances brought forward in the objection books, and shewn in the broad sheet of balances under advances recoverable and suspense balance. The ledger balance should be certified to agree with the totals of the balances shewn in those broad sheets.

16. In the case of advances to cultivators, and similar advances, which do not enter the objection book, the balance should be proved by obtaining from each local officer, who has authority to make such advances, an acknowledgment that the amount outstanding against him, on the books of the Accountant General, is the same as that shewn as recoverable upon the registers and accounts kept by him.

Permanent Advances.

17. The amounts remaining unadjusted upon each district (and other) account in the register (Form 100) must be verified by means of annual acknowledgments from every officer concerned (see Chapter 5, Rule 4, and Chapter 44, Rule 8). The aggregate of the outstandings should be made up from the register and tallied with the ledger balance.

18. Of Post Office permanent advances, no details are kept by the Accountant General, but a detailed register is maintained in the Compiler's Office, and it should be agreed annually with the totals in the provincial account offices. For this purpose, provincial Accountants General will send to the Compiler, on the close of their journal and ledger each year, a statement in the following form, which the Compiler will check, notifying any discrepancies he may find in it:—

Balance as per last statement ...	... Rs.	
Advanced during the year and noted at foot of the following accounts current ...	... „	
TOTAL	... Rs.	
Recovered during the year as noted at foot of the following accounts current ...	... „	
Balance on 31st March 18	... Rs.	

Personal Accounts.

19. The balances under the personal accounts are to be agreed with the balances acknowledged by the various officers in the periodical cash balance reports, as corrected for remittances in transit.

Remittance heads.

20. Besides the statement prescribed in Rule 1, and its explanatory appendices, there should be submitted to the Comptroller General a statement in Form 135 for each account current exchanged with another civil account office, or with the Examiner, Public Works Accounts, or with the Military Department. The first figure is taken from last year's statement, the figures in

the second line must agree with the forward totals, under the account current, in the final account; those in the third line can be made up from the inward account, and will agree with the forward totals of the *other* officer's final account. Thus, for accounts between two civil account officers, the Comptroller General will receive exactly the same figures (in the same columns and with the same totals, but in different lines, as what is "outwards" in the one will be "inwards" in the other); and the explanations of each officer will be complementary to those of the other.

There should be no difficulty in picking the unadjusted items out of an account current, as the rules in Chapter 58 direct that the adjustments, as they proceed, are to be marked off upon both the outwards and the inwards accounts.

21. As regards the adjustment of Post Office charges, the Resolution of the Government of India, No. 13126, dated 20th April 1872 (reprinted with Circular No. 142), directs that "the Postal Department shall furnish annually to the Comptroller General a detailed account of its receipts and disbursements reconciled by necessary memoranda with the treasury transactions," and that "in forwarding these appropriation accounts to the Financial Department, the Comptroller General shall report that the reconcilement is complete." Although the burden of reconciliation lies exclusively on the Compiler, the Accountant General is bound to lend every aid in his power by prompt attention to the Compiler's calls.

CIVIL ACCOUNT CODE.

PART V.

Miscellaneous.

CIVIL ACCOUNT CODE,

PART V.

Chapter 71.—Resource.

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Distribution of Funds.

1. It is a principal part of the duty of an Accountant General to devise all the means which his experience may suggest to reduce and economize the balances in the treasuries in account with him, without, of course, resorting to measures which must result in useless expense, as, for instance, bringing away from any treasury funds which must shortly be supplied to it again. He should make it his constant care to concentrate all the spare resources of the treasuries in account with him in some convenient receiving treasury or treasuries, and should keep the Comptroller General always informed of the amount which is thus ready at his disposal for the general service of the empire.

The resolution from which the preceding paragraph was extracted called for a report on the minimum aggregate balance for each month necessary for the working of each province, and directed the Accountant General to "set forth any practice of the administration, whether imperial or provincial, which in his judgment makes a larger working balance necessary than would otherwise be necessary."

Remittances.

2. The Accountant General will be able to direct the movement and supply of funds within his circle by watching the resource estimates and cash balance reports

received from his treasuries. A scrutiny of the former especially will enable him to arrange beforehand any steps necessary to supply, or withdraw funds from, any treasury, whether by remittances, or by bills, or in any other way.

3. The form on which remittances are most conveniently ordered is printed as Form 81 in Chapter 28, where will be found the various directions to treasury officers regarding such remittances. Of orders of remittance issued by the Accountant General no register need be kept, as the counterfoil of the remittance order shews the particulars and date of execution of each. This counterfoil should not be used in the compilation of the accounts, and need not include any information as to short remittances, or their adjustment.

On the other hand, the remittance check register, prescribed in Chapter 43, should not be handled by the Resource Department.

In ordering remittances by rail, the Accountant General will warn the treasury officer (unless the information has already been communicated) of the rates of carriage, and the conditions with regard to free guards, on the several lines over which the remittance will pass.

Provincial Resource Estimate.

4. After examination of the district resource estimates (see Chapter 28, Rule 2), and their correction for any intended remittances, or any demands or receipts otherwise known to the Accountant General, the resource estimate for submission to the Comptroller General will be prepared, showing, in comparison with present actuals, the expected cash balance in each district for the end of the current and two succeeding months. The balance, to be shewn against each treasury, is the balance which appears in column 25 of the Cash Balance Report (Rule 8), that is to say, it excludes the amount appropriated to the Public Works Department. The Accountant General may, with advantage, prepare a provincial estimate, and should reconcile the sum of the balances as estimated by treasury officers with his own by showing round sums (*plus* or *minus*) against the provincial total.

It is not thought necessary to print in this place the form used for the provincial resource estimate; it is simply a list of

treasuries and departments in the order prescribed under Rule 8, with four columns for the actual closing balance of the past month and the estimated closing balance of the current and two following months, and an additional column for remarks.

The appropriated P. W. balances, which in the cash balance report are shewn in a separate column 26, will in this statement be included in the line allotted to P. W. Department; but with this difference the figures in the 'actual' column should tally exactly with those in column 25 above, and 26 below, the first line of totals in the provincial cash balance report.

5. The district resource estimates should be laid away in district files, which may be destroyed after a complete year; but, before they are laid aside, the figures of the closing cash balances of each month should be entered in a register of the form prescribed for the three months' estimate submitted to the Comptroller General; a page will be set aside for each month, and the columns will show the successive anticipations and the actual balance. At the time of ordering any cash remittance, it may be entered in red ink in this form, and if, after allowance for these remittances and for any unusual amounts of credits granted to other departments, the actual cash balance in any district should differ largely from that expected, the treasury officer should be called to account.

Special Estimates in March.

6. On 1st March in each year, unless in any year some earlier date be specially fixed, the Accountant General will despatch to the Financial Department an estimate of the cash balance of 31st March, and will show *first*, the cash which he expects to have in his treasuries, *i. e.*, the cash which will be reported in column 21 of his cash balance report; and *next*, the account balance with which he expects to close the year.

He may express this estimate of cash balance in the following terms: "I expect to have in my treasuries on 31st March 18 Rs. , and to show in my books an account balance of Rs. . Overleaf I give a detail of the remittances which I expect will be in transit on that date."

The records of past years will show how the transactions of February and March affected the cash balance of January, and by how much the provincial balance was better or worse at the end of the month, both as regards the actual cash in his hands and as

regards the account balance. And he will have before him the detailed cash balance reports of January, the district estimates from February to April, and the memoranda on which he has based his replies to the successive Budget revises of the Financial Department. It is not likely that new facts of importance enough to affect the provincial estimate can unexpectedly have become known to local officers, and little therefore is likely to be gained by a general reference to all districts.

Remittances to another province in March are to be avoided, but on the estimate should be a detail of remittances expected to be despatched or received during the month, similar to the statement of actual remittances which appears on the back of the cash balance report; in case this estimate is transmitted by telegraph, it will suffice to give round lakhs.

7. Before 10th March most of the local balance reports of February will have been received, and more information may be available touching remittances; on that day a revised estimate of both balances may be telegraphed with notices of any change in the expectation of remittances, but round lakhs only need be telegraphed. For this report telegrams may be demanded from any district which has large transactions of a peculiar kind.

Cash Balance Report.

8. The provincial cash balance report is a compilation of the reports received from treasury officers, and from the Public Works and other departments. It should be despatched, without fail, to the Financial Department on the 15th of each month, and from the date on which that department leaves for Simla a duplicate should be despatched to the Comptroller General.

In this return a line will be allotted for each treasury, commencing with the Presidency Bank account (which includes the general account, the drawing account, and the Rs. 2,000 cash in the Pay-room); after the treasuries will be stated the officers or departments in direct account with the Accountant General; then will follow a line shewing the total in all the columns. Thereafter are stated, in separate lines, the amounts in the hands of the departments not in direct account (*e. g.*, the Public Works Department and, except in Madras and Bombay, the Forest), and the total of these departmental balances. Thereafter will follow a grand total, which will be compared under each column with the grand total at the close of the preceding month, by showing in separate lines the increase or decrease in each column.

The columns will be as follows:—*Paper* value in rupees—(1) home notes, (2) foreign notes, (3) total; *Gold*, (4) sovereigns, (5)

half sovereigns, (6) total; *Silver*, (7) whole rupees, (8) small coins, (9) total; (10) *copper*; (11) total current; *Uncurrent*, (12) gold, (13) silver, (14) copper, (15) total uncurrent; (16) total current and uncurrent; *Remittances not yet credited by receiving treasury*, (17) from treasury to treasury within the province, (18) to treasuries of other provinces, (19) total; (20) estimated cash balance in treasuries, the cash balance reports of which have not yet come to hand; (21) grand total; (22) grand total at the close of the preceding month, (23) increase, (24) decrease: particulars of column No. 21, *viz.*, (25) cash balance in account current with the Accountant General, (26) cash appropriated to the Public Works Department.

As the form must be prepared on foolscap, a fly should be engrafted; the columns of its four pages are 6 to 9, 10 to 13, 14 to 16, 17 to 20.

Care should be taken to enter, first, as part of the balance in column 21, and also separately in column 26, against those treasuries which bank with a branch bank, the amount of the Public Works Department balance, which in the banks is usually written off to a separate account and not included in the Government balance proper. The amount to be entered on the line for Public Works Department is that shewn in the next last column of Form 120 ("Total Cash"); and both it and the other departmental balances, not in direct account, should appear in column 26 of the return, and not column 25. The first total of column 26 should agree with the total of the third money column of Form 120 ("Total as per Civil Accounts").

If there be any gold coin issued under Act XXIII of 1870 in the treasury, its value should be shewn in column 5 with a suitable change of heading.

Any bank notes or bank post bills received under existing orders should be remitted to the Presidency on the day of receipt; but, if any be reported in a district cash balance report, their value should be shewn in column 2 *separately* from the value of foreign circle notes, and a foot-note added in explanation.

9. The cash balance report should also contain, on the reverse, memoranda shewing—

(1.) Detail of small silver and copper coin in local treasuries, that is, detail by kind, not by treasuries.

(2.) Detail of remittances to other Governments despatched in the past month, with any of previous months for which first acknowledgments have not been received, the date of despatch being given in each case.

(3.) Detail of remittances received from other Governments in the past month, with dates of despatch and receipt and of the despatch of the first and of the final acknowledgment.

(4.) Provincial totals of (*a*) unpaid Public Works cheques taken from column 6 of the Examiner's cash balance report (Form 120), (*b*) copper coin received at treasuries from the public, (*c*) ditto issued in exchange for silver received, (*d*) ditto issued in payments made to the public.

The balances in the treasuries, and at credit in the presidency bank and its branches, in account with the Comptroller General or each Accountant General, should always be reported by telegraph, if the information would not, in ordinary course, reach the Financial Department by the 28th of the month. In this case, a telegram should be sent in two groups, *viz.*—Group (1), the balance itself; and, as a check, Group (2), the double of Group (1).

Returns regarding Currency Notes.

Monthly.

10. Each district cash balance report contains a note of the number of open days on which the treasury did not notify that it was prepared to cash notes. The Accountant General each month submits to the Head Commissioner of Currency a single return giving this information for every treasury in his province.

Quarterly.

11. When all the quarterly reports regarding receipt and issue of currency notes (see Chapter 27, Rule 16) have been received, a compiled statement will be passed on to the Head Commissioner in the shape of a list of districts with ten figured columns; balance figures should not be given, and totals are not required.

12. The Banks of Bengal, Madras, and Bombay, and their branches where Government bank with them, will also furnish, through the provincial Accountant General, a quarterly report of foreign circle notes received from the public in payment of Government dues.

This order does not apply to the branch banks in British Burma, as that province is not included in any particular currency circle.

Annual.

13. The Accountant General will submit direct to the Head Commissioner, as soon after 31st December as pos-

sible, a statement of the value of each denomination of currency notes held in the Government treasuries under his control on that date,—in the case of Madras and Bombay, distributing the treasuries according to the several circles of issue of paper currency to which they belong, and submitting a separate statement for the treasuries of each circle and sub-circle of issue. Separate statements will be sent of all notes held on that date by the presidency banks.

Chapter 72.—Budget.

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1. The history of a budget extends over three years, and, consequently, three budget estimates are at each time before the Accountant General for different purposes.

Collection of details.

2. Soon after the beginning of the year forms are issued to local officers wherein they may prepare complete estimates of the charge during the next year on account of the salaries and Contingencies of themselves and their establishments. As each Local Government has power to make its own arrangements, it is not always the Accountant General who has to issue, receive, and collect these forms (see Chapter 9, Rule 2), and the following rules must be read subject to any such local arrangements.

3. Ordinarily, it is found convenient for the Accountant General to issue forms for the new estimate, and he sometimes utilizes for this purpose those on which he notifies (under Rule 15) to the several officers their grants for the current year. The estimates of some officers are returned to the Accountant General direct, but it is desirable that all those of one department should first be reviewed, and, if possible, consolidated, by the head of that department, or, at all events, by the local controlling officers.

But in one province the several sections of the budget estimate reach the Accountant General only after they have been reviewed and approved by the Local Government.

Where salaries and other charges are divided in a fixed proportion between two heads, the whole charge may be shewn in the local (district) estimate against the one head; in the general estimate prepared for Government, it will, of course, be divided.

4. The estimates under 26. Allowances and Assignments, and 28. Superannuations, are prepared in detail in the account office, by deducting the lapsed pensions (including transfers) from, and adding the new pensions to, the estimate of the current year. A special register of new pensions (Chapter 37, Rule 2) is maintained to assist in this preparation.

The budget estimate, it will be observed, will not be corrected by the lapses and grants of the account year, but only by those registered between the dates of the preparation of the former and of the new estimate. The grants of the year recorded in the register prescribed in Chapter 37, Rule 2, should be totalled in red ink, and in the column "annual amount of each pension removed" a total should be made—also in red ink—of all the lapses up to date; the lapses of the past year will be ascertained by deduction of the total of lapses which was made last year from the total made this year.

After preparation of the budget, it will be well to check the estimate by the details of the pensions outstanding on account of each department, and the totals of these and of compassionate allowances together by the total amount actually payable according to the register of permanent payable orders issued. In the column of lapses will be shown all pensions transferred for payment in another province.

Compilation.

5. The forms being returned to the Accountant General should be reviewed, checked by statements of sanctioned establishments prepared in his office, made the subject of any necessary correspondence, and then compiled into the prescribed form for submission to the Local Government. The forms are supplied by the Comptroller General.

It may be well to describe the plan on which compilation is most conveniently effected for record; for each minor head a foolscap book is prepared, divided by columns and lines, in which a column (or a line) is assigned to the figures of a district (or a detailed head), the detailed heads (or the district names) being entered to the left. Which of these shall appear on the lines, and which in the columns, is a question for local consideration; the cross, as well as vertical, totals have to be made, and, as there is certainly more risk of error in cross totals, the columns should be assigned to districts or to detailed heads as either is the more numerous.

Unless there is some known reason to the contrary, the sum entered below should be provided under 3. Refunds and Drawbacks:—

	Rs.
India (General and Political) ...	3,00,000
Central Provinces	60,000
British Burmah	2,20,000
Assam	50,000
Bengal	9,70,000
North-Western Provinces and Oudh	2,40,000
Punjab	1,30,000
Madras	2,80,000
Bombay	7,50,000

Regular Estimate.

6. The form for the budget estimate of next year includes columns for shewing the actual results of eight months of the current year (obtained, of course, from the actual accounts), and the "regular" estimate for the twelve months.

The regular and later estimates should be based on figures obtained by adding to the ascertained actuals of past months of the current year those of the closing months of the past year; correction should be introduced from what is known, or can be ascertained, of the history of the past and the expectations of the coming months, and regard should be had to the experience of earlier years.

Except under the largest heads, nothing is likely to be gained by carrying the estimate below minor heads, nor are estimates in district detail likely to be of the least use, though heads of departments may often be consulted with advantage. District officers should, however, be pressed to notify at the earliest moment any facts likely to affect the outturn of the year.

7. In compiling the figures, both under the budget and under the regular estimates, the totals of major heads must be worked to even thousands of rupees.

Explanations required.

8. Although the local Government is responsible for the budget (Chapter 9, Rule 1), the Accountant General is required, after personal scrutiny, to furnish a full explanation of the figures for the information of the Government of India, a copy being sent to the Comp-

troller General. The explanation must also include the regular estimate, for which, in the absence of special orders, the Accountant General is solely responsible.

9. The following rules should be strictly observed in preparing the explanations for the budget estimate for next year:—

(*a.*) The explanation of the figures should be given on a separate foolscap sheet, wherein, in two columns, should be shewn increase and decrease on each minor head, the remaining space being reserved for the explanation. Differences between the new budget estimate and the regular estimate of the current year are more important than those between the former and the budget estimate of the current year, and should be fully explained.

(*b.*) It is not sufficient to explain merely variations from the previous year; an item may have been once passed or omitted as an exceptional case, and its repetition or continued omission may require to be accounted for.

(*c.*) Variations in the columns of numbers must be explained, as well as those in amounts.

(*d.*) The style of the explanations should be as brief as is consistent with clearness; and, if any of the variations to be explained rest on an order of Government, the number and date of that order should be quoted.

10. The following rules apply to the explanations in support of the regular estimate for the current year.

(*a.*) The remarks must be written on the interleaves of the form, and placed in every case exactly opposite to the figures to which they refer, and must explain clearly the difference (if any) between the budget and regular estimates of the current year.

If there be not sufficient space for the explanation, it should be summarized in this place, and reference given to the separate memorandum where fuller details will be found.

(*b.*) The figures given must be those expected in the actuals, irrespective of Government orders or sanction.

This rule applies to the amount shewn against refunds in the regular estimate, though the provision in the budget has been exhausted.

(*c*.) Special attention should be drawn to cases where the budget provision for charge is likely to be exceeded, and any steps taken in consequence should be noted.

11. The original figures of the current year's budget must be left exactly as printed; if, for example, an additional grant have been made, this will be a reason for increasing the regular estimate, but cannot alter the fact that the budget did not include it.

Abstracts of Establishment.

12. With the budget estimate should be submitted for each minor head of grant, under which there are extensive establishments, a statement after the plan of the following form, showing the sanctioned scale on which the estimate is based :—

Name of District.	Sanctioned Scale.												Total.
					Head Quarter Office.					Sub-divisional Establishment.			
	Collr. or Depy.-Comr.	Joint Magistrate.	Assistants.	Uncovenanted Depy. Collrs.	Accountant.	Treasurer.	Clerks on Rs. 50 or more a month.	Clerks below Rs 50 a month.		Tahsildars or Mamlutdars.	Clerks, &c		
1													
2													
3													
4													
5													
&c.													
Total													

The above specimen form shows roughly the requirements for the Land Revenue establishments, but details differ according to the province and department concerned, and therefore each Accountant General must frame his own headings; the totals will, of course, agree with those given in the budget.

Regarding the preparation of this statement, see Chapter 34, Rule 4. Any difference between the totals of the abstract prepared from the establishment returns, and that submitted with the budget, should be explained.

Despatch.

13. The compiled budget is to be submitted to the Local Government for transmission to the Financial Department, and a copy must be sent to the Comptroller General by the Accountant General. The budget estimate must be despatched by 12th January; a week having been added to the time originally given, in order to allow the Accountant General to review it and the regular estimate in the light of the actuals of eight months. After its despatch the Accountant General will use every exertion to despatch the monthly consolidated abstracts with the utmost promptitude, and will telegraph any facts likely to invalidate the estimate as soon as they are discovered.

Monthly telegrams of actuals are not required, unless specially called for.

Subsequent procedure.

14. After the estimate has reached Calcutta, correspondence may then ensue between the central and local authorities on the subject of the figures proposed. The successive revises of the Financial Secretary, and any calls for information by the Comptroller General, should meet with prompt personal attention at the hands of the Accountant General.

15. Finally, the budget figures for the several provinces and for the empire are fixed, and communicated to the Local Governments. As soon as the details are printed, they are sent to the Accountant General, who communicates extracts as prescribed in Chapter 9, Rule 4.

Cash Requirement Estimate.

16. Meanwhile the cash requirement estimate must be prepared by the Accountant General and despatched on 15th February; it will be prepared on forms supplied by the Comptroller General. Its opening pages show the budget heads of receipt and charge, with two columns, one for the budget figures of the coming year, the other for those of the regular estimate of the current year. Then follow first the receipt and then the expenditure under all the debt and remittance heads;

this portion has three columns, one for the estimate of the new year, one for the regular estimate of the current, and the third for the actuals of the past. The right-hand page is blank for explanation of the difference between the figures of the regular estimate and those formerly adopted; and also of the difference between the figures proposed for the new year and those indicated by the expenditure of the past. The statement closes with a new abstract, wherein the figures are collected under great heads, and the cash balance expected to close the year worked out; here the current year has three columns, *viz.*, for regular estimate, for actuals of eight months, and for budget estimate.

The figures for the new year under debt and remittance heads should be based on those of the last three years, but corrected by any information obtainable from other sources.

Regarding the estimate under Advances, see Chapter 9, Rule 8.

Revision of Estimate.

17. A revised estimate for the current year is due in Calcutta by 20th November at latest, and should be based, if possible, on a consideration of six months' actuals. It should show in parallel columns the figures of the printed budget and those now proposed for each major head; the amounts should be shewn in round thousands of rupees; the revision should only extend to considerable alterations that can be made with confidence, and brief reasons should be given for each:

Details below major heads are not necessary, but are not objected to if they can be given without much trouble.

Watching of Actuals.

18. It is a very important part of an Accountant General's duty to warn the Local Government immediately of the first appearance of any excessive *proportionate* outlay under any grant; and, when the monthly abstract exhibits such excess, the Government of India expects always to receive a specific assurance that the fact has not escaped the notice of the Accountant General, and that he has informed and warned the Local Government, or the department concerned if, as in the case of Salt or Forest, the administration be imperial.

19. Any large differences that are likely to arise in actuals, as compared with the budget or the revised estimate, should be reported as soon as reason arises for expecting them. Special consideration should be given to this point in despatching the monthly accounts for the months of November and January; the punctual receipt of these accounts is also more than usually important, as they contain the very latest figures that can be used in preparing the regular and budget estimates for Government.

Transactions, which affect the cash balance seriously, are of equal importance, though they may not be technically either revenue or charge.

Preliminary Comparative Statement.

20. As soon as the preliminary accounts of March in each year are ready, an abstract statement should be submitted to the Financial Department, showing, and briefly explaining, the differences under major heads between the latest estimate and the actual outturn.

The form prescribed in the next para. may be taken as a pattern.

Appropriation Statement.

21. An annual account of revenue and expenditure, comparing the actuals with the passed estimates and explaining deficiencies or excesses, has superseded the old appropriation audit statement, and is commonly known by its name. It is submitted in form 136 to the Financial Department and the Comptroller General immediately after the final account for March, and should be followed by a supplementary one of corrections after the books are formally closed, if under instructions from the Comptroller General any corrections have been made.

The amounts should be stated in whole rupees only.

The explanations on each minor head will be written just opposite it; the figures of another minor head will be posted at a level lower than that reached by the remarks on the preceding one.

There will be no grand forward total; the figures of each major head, and the remarks on them, will be cut off from those of the preceding and following head by a broad line across the page.

Historical review.

22. Besides this, a memorandum should be prepared, under major heads, of the actuals of the three years last

completed. It may be drawn up in five columns, the first for the name of the head, the next three for the three years' figures, and the last for explanations. The original memorandum should be submitted to the Local Government, but copies should be furnished to the Financial Department and the Comptroller General: as it must be prepared on the final account for March, care should be taken to state prominently that the figures are still liable to alteration; but even in case of alteration it will not be necessary to send any supplementary or explanatory statement, though a note in the next year's return should explain why the figures there shewn for the year differ from those formerly reported.

Chapter 73.—Miscellaneous Duties.

Government Securities . . 1
Small Coin Depots . . . 4
Audit of Currency Accounts . 6
Verification of Currency Balances 7
Audit of Presidency Savings Banks 9
Pension and Leave Reports . 13

Government Securities.

1. An Accountant General frequently holds, as sole or as joint trustee, Government securities belonging to endowment and other funds. Of the securities so held, a register should be kept in the annexed form, in which a separate page or pages should be set apart for each trust.

Register of Government securities held by Accountant General in trust for

Reference to correspondence regarding receipt.	No. of the note.	Name of the loan.	Amount of the note.	Page and number of entry in interest register.	Disposal of the note (*e. g.*, sold or renewed, &c.)	Total up to date of nominal value of notes.*	REMARKS.

* The value of any notes disposed of should be deducted from the forward total, so that this column may always shew the total nominal value of the existing notes of the trust.

2. To enable the Accountant General duly to realize, or to watch the realization of, the interest due on such paper, the papers should all be entered in a register in the form annexed, in which a separate page, or set of pages, should be set apart for those of each loan.

Interest Register of Government paper of per cent. loan, of held by Accountant General as sole or joint trustee.
Due dates of interest . and

Serial No.	No. of note.	Amount of note.	In whose name.	To what fund belonging.	Amount of half-yearly interest.	Interest how to be credited.	Half-yearly columns.

3. The Accountant General, taking up the register before each due date of interest, will be able to direct the necessary steps for its realization.

The realization will usually first appear in the daily bank sheet (or the treasury account containing it); and, as soon as it appears, the date of the credit will be entered, under the initials of the district auditor, in the half-yearly column concerned. This entry will be an indication, not only that the amount has been realized, but that it has been credited in the manner indicated in the register.

Government paper belonging to public trusts or funds administered by district, ecclesiastical, or educational officers, is much more easily and securely managed by the Accountant General, than by officers whose duties are mostly of an entirely different character; such officers should be encouraged to make over the paper, as far as convenient, to the Accountant General for management.

Small Coin Depots.

4. The Accountant General receives the accounts of the small coin depôts and sub-depôts within his province (see Chapter 26, Annexure). The accounts as received should be examined and then pasted in a file, so arranged that the accounts of the same depôt or sub-depôt may be laid together.

5. At the end of each month, the Accountant General should prepare and submit to the Comptroller General an account in Form 137, setting forth in detail all the transactions which have taken place during the month, and shewing on the reverse the balance in each depôt and sub-depôt.

Remittances from depôts or sub-depôts to treasuries, and *vice versâ*, are taken in the treasury accounts as remittances from and to the Government of India. Accordingly, the totals of the "treasury" entries should exactly correspond with the debits and credits given in the account current (of the same or of another province) with the Government of India.

Audit of Currency Accounts.

6. The accounts of each currency circle will be audited each month by a gazetted officer deputed from the

Accountant General's Office, whose report (Form 138) is forwarded to the Comptroller General. The auditor is required especially—

(*a*) To inspect all the registers and accounts in the office, and certify that they are in the prescribed form and in order; also to see

(*b*) That credits on account of notes written off or sent to other circles are properly vouched and authorized;

(*c*) That all note forms sent from England as advised in the Secretary of State's invoices, and from other circles as notified by the officers in charge, are duly brought to account, the invoices and advices so consulted being those registered by the account office, and not those tendered by the currency office;

(*d*) That the monthly return is a correct statement of the debits, credits, and balances appearing upon the books, that it is proved and balanced, and that the "value" in balance is equal to the circulation;

(*e*) That the balances of notes, coin, and bullion, are duly acknowledged in the daily sheets of the officers in charge of them, the balance of Government securities by the Head Commissioner, and the balance of the foreign circle accounts by the officers in charge; and

(*f*) That the amounts in the books under examination which relate to the agencies correspond with the returns received from those agencies, namely, the reports of issues and receipts, and the certificate of balance at the close of each month.

The auditor is also required to examine and follow into the books all the daily sheets of one day in each month, to be selected at hazard and without communication with the currency officers, the date so selected being named in his audit report.

The monthly audit at Calicut, Coconada, Akola, and Kurrachee, is conducted by the Collector; but there is also a half-yearly audit at Akola and Kurrachee by an officer deputed by the Accountant General, Bombay, and an annual one at Calicut and Coconada by an officer deputed from Madras, and an annual one of the accounts of the Head Commissioner, and the Commissioners, Madras and Bombay, by the Inspector of Local Account Offices.

Verification of Currency Balances.

7. The Local Government (or, in Calcutta, the Comptroller General) appoints an officer to conduct a half-yearly verification of the balances of the currency offices, which is to take place in the months of March and September of each year, on dates to be fixed by the Local Government concerned (or, in Calcutta, by the Comptroller General). The reports will be prepared on forms (Form 139) furnished by the Accountant General, which will be sent direct to the Head Commissioner of Paper Currency, who will submit them to the Government of India with remarks. As it is desirable that the verification should be *completed* on the named day in order that the balances may be agreed with the books of that day, the officer appointed should begin the work before, of course taking precautions to secure from any interference each parcel of coins or notes which he has examined.

8. In verifying the balances the following instructions should be observed. For the unsigned note stock, the outside note of each one-thousand bundle should be examined; of high values two, and of low values one bundle in every ten opened, inspected, and put away again after counting any successive hundred notes in it. The bullion reserve recorded in the accounts is compared with the Mint Master's certificate of bullion in his custody belonging to the Currency Department. The coin reserve is tested (1) by counting the number of bags in each chest, and (2) by verifying the contents of 5 per cent. of the bags. This is done by counting the contents of one bag, and then weighing against it the contents of the other bags. The coin balance in the Exchange Department is proved in the same way, and the note balance in it and in the cancelled and foreign note accounts by actual counting. The balances so examined should be agreed with the corresponding account balances of the same date.

The "actual counting" of notes may be done as follows. The notes being in bundles of a certain number, a few at the top are folded back by the verifying officer, and the bundle handed to a clerk who counts the notes which are not folded back, and marks the number; the verifying officer then sees that the number of notes folded back makes up the complete bundle. But the verifying

officer is required to satisfy himself, in all cases but those of five rupee and ten rupee notes, that the bundles really contain only notes of one denomination.

Audit of Presidency Savings Banks.

9. The Presidency Savings Banks in Calcutta, Madras and Bombay are at present under the management of the Presidency Banks; the general account is a deposit account on the Accountant General's books, operated upon through the daily Bank sheet, and the details are in the Savings Bank accounts in possession of the Bank.

10. The Accountant General should arrange for an annual audit of the accounts, although it must be noted that the Banks are not bound to afford access to their books to any one but an officer appointed, under the articles of agreement, by the Government. The following are the points to which the auditor's attention should be directed:—

(*a*.) The agreement of the ledger accounts of depositors with the depositors' pass-books.

The auditor should be present for an hour or two, say once every quarter, and should compare the pass-books presented during that time.

(*b*.) The agreement of the ledger accounts with the cash-book (or lists of receipts and payments).

The auditor should trace into the ledger all the cash book entries of one day in each quarter, and in Madras and Bombay, where mofussil lists are received and posted into the ledgers, he should make the same comparison for one list (either of payments or of receipt) of each month.

(*c*). The correctness of the interest calculation.

The auditor should test, in detail, the calculations of ten consecutive accounts in every 200.

(*d*.) Examination of the balances of the separate accounts, and proof of their total against the cash-book balance.

(*e*.) Enumeration of the active accounts for check of the Bank's demand for commission, and calculation of the Bank's commission on the balance.

(*f.*) The totalling of the interest to be charged to Government and credited to depositors.

In these three cases all the calculations are already made, in detail, in the Bank. The auditor should test five per cent. of the operations at every stage of the calculations; for example, five per cent. of the balances taken out from the ledger into the statement of balances, five per cent. of the additions of the latter, five per cent. of the marks distributing the accounts into active and inactive, and so forth.

(*g.*) The correspondence of the accounts with those in the Government books.

(*h*). Generally, also, the carefulness and regularity of the work, and the due observance of the rules prescribed by Government.

11. It will be for the Accountant General, on receiving the auditor's report, to say whether there is any necessity for making a closer examination of the accounts than that which is prescribed above as a sufficient test under ordinary circumstances.

12. The audit should be reported to the Government and sanction taken thereon, for the charge on account of interest and of commission due to the Bank.

Pension and Leave Reports.

13. (*a.*) The Government of India have on more than one occasion impressed upon account officers the necessity of arranging for the speedy disposal of verifications and reports required in connection with applications for pension; and a return is required to be submitted to the Financial Department every quarter shewing—

(1.) Number of applications received under Section 77.

(2.) Number of applications disposed of within one month from their receipt.

(3.) Particulars of each case not disposed of within two months from the date of its receipt, with explanation of the delay.

(*b.*) Reports in leave cases are more simple and need never be kept for more than a day or two awaiting disposal.

Chapter 74.—Miscellaneous Returns.

Monthly Returns—
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Quarterly Returns—
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In this chapter are collected instructions regarding a number of prescribed returns which do not fall within the subject of any previous chapter.

Monthly Returns.

Revenue Heads.

2. As soon as possible the Accountant General must report to the Financial Department the total for the month just past, and the progressive total of the year, of the following revenue heads:—

Land Revenue, Excise, Assessed Taxes, Customs, Salt, Opium, Stamps.

The Comptroller General telegraphs the figures under Customs and Salt, for the Punjab, the North-Western Provinces and Oudh, and the Central Provinces.

The Accountant General, Bengal, telegraphs the expenditure under 11. Opium in addition to the above.

3. The following Rules are prescribed, in order to reduce, as much as possible, the use of the telegraph for these reports, and to shorten telegrams when such are sent:—

1. If a report can be despatched so as to reach the Financial Department on or before the 24th of the month, it should be despatched by post, and not by telegraph.

2. The report of each month should be kept back till all the items are ready. There should be only one report for each month.

3. No item should be included which is not complete: it is useless to report a total, *minus* the figures of one or more districts. But Accountants General should take every precaution to prevent disappointments and delays of this kind.

4. When the report is not ready to be posted in time to reach the Financial Department on or before the 24th of the month, it must be telegraphed; in such case, the following instructions are to be observed:—

(*a.*) Telegraph only the figures for the month, in the order in which the heads are placed in the foregoing list: do not telegraph headings or progressive totals.

(*b.*) As a check to the correctness of the figures, add, at the end, a total of the figures telegraphed.

(*c.*) Telegraph the figures in even hundreds only, omitting two digits to the right.

(*d.*) Despatch by next post a statement containing the full figures and progressive totals under each heading.

5. If a message is received of which the details do not make up the total telegraphed, the Government will telegraph the one word "Repeat," on receipt of which the message should be carefully revised and repeated. If a report is not received punctually, and it becomes necessary to remind an Accountant General, the Government of India will telegraph the one word "Revenue."

Quarterly Returns.

Statement of fresh charges—Imperial.

4. A quarterly statement of fresh charges in imperial departments sanctioned by the local Government, will be submitted to the Government of India within a month of the end of each quarter. It should be confined to revisions of establishments which are within the sanctioning power of the Local Government (see Chapter 31, Rule 2), and should exclude all changes already sanctioned by the Financial Department of the Government of India.

In preparing this return, the Accountant General will bring together all entries belonging to one major head, and will submit separate statements for departments under each administrative Secretariat of the Government of India. The most convenient procedure is for the Accountant General to keep a register of fresh charges, arranged by major heads, and posted as the orders are received every month; the new entries will be copied out into the required form of statement, which will be transmitted to the Local Government. The Local Government will submit the several

statements to the proper department of the Government of India, which will, after consideration, pass them on to the Financial Department, where, if unobjectionable, they will be simply recorded, while orders will be passed if objection is taken to any item. When the statement is blank for any month, the circumstance should be reported by the Accountant General to the Financial Department.

The classes of expenditure falling under each Secretariat are noted in the margin.

HOME—
Public or General.
Judicial.
Ecclesiastical.
Medical.

FOREIGN—
Political.

PUBLIC WORKS DEPARTMENT—
Telegraph.

MARINE—
Marine.

AGRICULTURE—
Land Revenue.
Salt.
Sanitary.
Forest.

The return should shew in parallel columns the present and the revised scale of charge in the usual form of proposition statements, but with any needful abbreviation of the portions of the sanctioned scale which have not been affected by the revision. A column to the left should be reserved for the number and date of the order of the Local Government which directs the alteration of charge, and a column of remarks should be provided on the right-hand side for the Local Government's statements of the grounds for the revision.

Sanctions to temporary establishments (not including gazetted appointments) should not be included in this statement if they be within budget provision; at the end of the year a special statement should be submitted of temporary establishments remaining on the last day of the official year. See Rule 22.

Alterations of charge—Provincial.

5. The following, being No. II. of the provincial rules quoted on page 259, is reprinted in case the Local Government require the statement in question to be prepared in the local account office.

II. Returns are to be made quarterly, through the several Administrative Departments of the Government of India, to the Financial Department, shewing every change made in the pay of any officer, every new office created, and every existing office abolished; also any unusual or extraordinary charge incurred, and any expenditure discontinued.

Specially chargeable allowances.

6. (*a.*) When a pensioner, or an officer absent on leave, whose allowances are not entirely chargeable to Indian revenues, is proceeding to England, the several sources from which his allowances are to be met, and the several proportions, should be stated in his last-pay certificate. Further, quarterly statements in the following form, one for pensions, and one for leave allowances, should

be forwarded (through the Government of Madras, or Bombay, or the Comptroller General, as the case may be), shewing all such last-pay certificates granted during the last quarter; the quarters will be 1st January to 31st March, and so on.

List of officers whose pensions (or allowances) are not wholly chargeable to British Indian revenues, who, during the quarter ending , have received certificates of last issue of pension in India, (or last-pay certificates), in view to their pensions (or allowances) being paid in England.

No. of entry.	Name and title of officer.	No. and date of Certificate.		Source or sources to which the pension (or allowance) is chargeable.	Quarterly rate of pension (or allowance) from each different source.
		No.	Date.		

(*b.*) The Secretary of State sends statements of the payments made in each quarter to the persons named in the lists. Extracts of these will be passed on to the account offices for examination.

Assets and Liabilities.

7. A quarterly statement of assets and liabilities is required, of which the following are the heads:

Assets.

Currency Notes, Bank Notes, and Post Bills. Gold. Silver. Copper.	Being the grand total of column 21 of the provincial cash balance report; including Public Works (appropriated balance only), and, Forest and Marine Departments.

Liabilities.

Bills accepted but not paid.	*e. g.*, Supply Bills drawn against first available funds, or so many days after sight.
Bills drawn and advised, but not accepted or paid.	Total of the balance on the books under bills, local and foreign, excluding the above.
Bills of the Secretary of State outstanding.	At Calcutta, Bombay, and Madras.
Mint certificates outstanding.	At Calcutta and Bombay.

Treasury notes.	Total of balance on the books.
Treasury bills.	India only.
Deposits payable on demand.	Total of the balance on the books under all heads of deposits, including savings bank, and balances of unincorporated local and municipal funds.
Unpaid Pre-audit cheques.	Total of balance on the books.
Unpaid cheques of the Public Works Department.	Obtained from the Public Works Department cash balance report.
Unpaid money orders.	Obtained from each treasury and money order office.
Loans ordered for discharge outstanding.	

A further memorandum is appended of the details of balances in the mints and small coin depôts, shewing gold, silver, and copper coin, and gold and silver bullion.

Separate returns are obtained from the Public Works and Military Departments of the assets belonging to them.

Irrecoverable Advances.

8. A quarterly statement of the advances to cultivators remitted as irrecoverable, is to be submitted to the Government of India in the Revenue, Agriculture, and Commerce Department. (See Chapter 7, Rule 5, and Chapter 31, Rule 3.)

Half-yearly Stock and Loan Return.

9. Accountants General are required to furnish to the Comptroller General, as soon as possible after the close of each of the half-years ending 31st March and 30th September, a half-yearly return in Form 138, showing all stocks, loans, debts and liabilities then chargeable on the revenues of India, with rates and amount of interest, and the changes which have taken place during the half-year in respect to the debts incurred and paid off or discharged. These returns must be despatched not later than six weeks after the date to which they refer; and, if exact information is not procurable in time, approximate figures must still be sent, without fail, on the 15th of the second month, accompanied by an explanation, as the submission of the returns to Parliament within three months is required by Act of Parliament.

The liabilities should be classified under the following heads :—

1. Registered debt. 2. Loans (*i. e.*, contracted by Government but not registered debt). 3. Treasury notes. 4. Service funds. 5. Bills payable. 6. Deposits, local and municipal funds, and miscellaneous. See explanations under Rule 7.

Deposits of the abolished military and medical funds, and old outstanding book balances which do not represent actual liabilities, should not be shewn, as the return is intended only for actual liabilities.

Separate returns are obtained from the Public Works and Military Departments, and liabilities standing on the accounts of these departments should not be included in the returns of the civil Accountants General.

Annual Parliamentary Returns.

10. The statements submitted to Parliament in the finance and revenue accounts are, as far as possible, compiled in the central office from the ordinary monthly accounts; but further details are in some cases necessary, and the statements containing them must reach Calcutta not later than the 1st September: any difference between the figures of these statements and those of the final account should be very clearly explained These statements are detailed below.

Succession to Native States.

11. Statements of fees paid on adoption or succession to Native States. The form is—

Name of State or Chief.	Last received.		18 -18 .
	Year.	Amount.	

Forest Revenue.

12. Receipts and charges in the Forest Department in detail of budget heads.

Customs Revenue.

13. Statement of customs revenue and charges. The information for this statement must be obtained from the customs authorities, as it will be given in detail of ports; the receipts will show the gross realizations, the refunds and drawbacks, and the net receipts, on each class of articles, and also the miscellaneous receipts in each port of the province; and the totals must be checked before the statement is passed on. The charges for sea customs will be in detail of ports under the recognized detailed heads, but a foot-note should explain any exceptional charge. Land custom receipts and charges will be detailed at foot of the same statement.

Salt Revenue.

14. Salt revenue and charges. In addition to the details given in the ordinary monthly accounts, a store statement is required, which shows the quantity in store at the beginning of the year, the quantity obtained by manufacture, excavation, or purchase during the year; deducts from the total the quantity removed by purchasers, and likewise the ascertained loss by wastage; and closes with the balance in hand. In each case the value of the salt at the fixed Government price should be shewn.

Mint Charges.

15. Statement of mint charges and working is required in the following form. The other necessary information can be gathered from the ordinary accounts :—

Her Majesty's Mint at (Calcutta or Bombay).
Actuals 18 -18 .

	Rs.	A.	P.
Amount paid during 18 on account of pensions to mint servants			
Value of stationery supplied to the mint during the year from the Stationery Department ...			
Value of printing work executed for the mint by Government presses			
TOTAL ...			

Amount coined during the year.	Number.	Value in Rupees.
Gold—		
Mohurs, &c.		
Silver—		
Rupees		
Half-rupees		
Quarter-rupees, &c.		
Copper—		
Double pice		
Pice, &c.		
TOTAL ...		

Marine Receipts and Charges.

16. The required details of marine receipts can be collected from the accounts, but under charges it is necessary to show separately those on account of the establishment of each vessel, and likewise those for any port which has not a port fund; the tonnage and horse-power of each vessel should be stated.

Political Pensions.

17. Under Territorial and Political Pensions, a statement of actual charges should be given in the same detail as is shewn in the printed "Civil Estimates."

Provincial Allotment.

18. The statement of particulars of the allotment for provincial services explains the credit for the year in the subsidiary provincial account.

Special Loans.

19. Statement of special loans and sinking funds. This is the return already prescribed in Chapter 69, Rule 13.

Cash Balances.

20. The statement which shows the distribution of cash balances on the 31st March separates (1) those in the custody of a presidency bank, (2) those in custody of its branches, (3) those in district treasuries, (4) in

departmental treasuries, (5) in post offices, (6) in telegraph offices, (7) in public works offices, and (8) in military offices; the balance in each at the beginning of the year and at the close of the year is shown, and likewise the number of treasuries of each class.

Secretary of State's Bills.

21. A statement also is required of the amount of Secretary of State's bills outstanding at the commencement of the year, amount drawn, amount discharged and amount outstanding at the close of the year; the amount realized in sterling and the amount drawn for in rupees should in each case be given.

Other Annual Returns.

Temporary Establishments.

22. An annual statement is required of the temporary establishments existing at the end of the year, in imperial departments, under sanction of the Local Government. (See Rule 4, third note.)

Currency Charges.

23. A statement of currency charges is required by the Comptroller General for embodiment in the annual currency report. The form and details required may be seen in the published reports.

Interest on Service Funds.

24. A statement of the interest allowed during the year to each of the service funds is to be submitted to the Comptroller General, the information being required by the Secretary of State. It should shew (1) Name of Fund, (2) Rate of interest, (3) Balance bearing interest at each rate, (4) Total amount of interest paid, (5) Amount paid in excess of interest at $4\frac{1}{2}$ per cent.

Amounts paid as donation to make up deficiency of interest should, for the purposes of this statement, be reckoned as interest; and Government Securities in respect of which this donation is paid should be included, with an explanation, in the "balance bearing interest."

Ecclesiastical Charges.

25. A statement of ecclesiastical charges, distributed under salaries, church, and other establishments,

travelling expenses, buildings, repairs, and contingencies, is submitted to the Bishop of the Diocese, and also, for transmission to England, to the Comptroller General.

For the diocese of Calcutta, these statements are submitted to the Bishop through the Comptroller General's Treasury Account Branch.

Store Return.

26. With the finance accounts of each year, an abstract statement is transmitted, shewing the value (1) of all stores held for purposes of issue in the store departments under each Government at the commencement of the year to which the accounts refer, (2) of the receipts during the year, (3) of the issues during the year, and (4) of the value of stores on hand at the close of the year. Accordingly, the Accountant General will submit to the Comptroller General, with his final accounts for the year, a statement of the opening and closing balances of stores in each department under his audit, with the receipts and issues, separating the figures relating to stores obtained in India from those of English stores.

These returns are required for each store department which obtains supplies either by indent on England or by purchase in the local market, and not for a local depôt which obtains supplies only from another store department. The object being to ascertain the amount issued for consumption, the amount once issued from a primary store should not be entered again as received in, and issued from, a local depôt.

Differences between a closing and the following opening balance must, of course, be fully explained.

On a report that in a certain department stores were at times in emergencies locally purchased, which differed in no other respect from those supplied from England, and that such articles when returned into store caused discrepancies in the store accounts and much labour to auditors, permission was given to credit them on return to a "second-hand stores" account, and to include them under Indian stores in the return under notice, with a foot-note indicating their value.

Bank Accounts.

27. The Presidency Banks, and their Agents in charge of branches with which the local treasuries bank, will furnish statements at the close of each finan-

cial year, shewing the balance at credit of each Government officer who in his public capacity has a separate account: these statements Accountants General will forward to the Comptroller General with any necessary remarks or explanations.

The Government of India held (No. 168, dated 30th April 1878) that a presidency bank could not charge interest on the collector's account at a branch, which had been overdrawn, if the aggregate balance of all the *ex-officio* accounts at that branch was a credit balance.

Chapter 75.—Departmental Orders.

Examination of Junior Officers.	1	Subjects for Higher Departmental Examination	
Departmental Examinations	1-7	Training of Junior Officers	2
Rules for conducting Examinations	1-15	Minimum Salaries	3
Subjects for Lower Departmental Examination		Travelling Allowances	4
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Examination of Junior Officers.

1. Rules for the admission of candidates into the department, and for their after-examination, were published in F. D. 2273, dated 18th April 1876 (*Gazette of India*, page 239) ; the rules for examination are here reprinted for ready reference.

Departmental Examinations.

VII.—A half-yearly examination is held for officers in the fifth and sixth classes of the Department (on the Mondays next after the 10th May and 10th November, and following days) in the subjects detailed in Schedules II and III (see beneath). These examinations are styled the lower and higher departmental examinations, respectively.

VIII.—An officer who shews, at any departmental examination, a competent knowledge of all the prescribed subjects and obtains half marks in the aggregate, is held to have passed the examination. An officer is, however, permitted to pass each of the departmental examinations in two instalments, if he notifies his intention beforehand, and specifies the subjects in which he is prepared for examination. In such case a higher standard of knowledge is required.

IX.—As a rule, a candidate failing in one of the subjects specified is re-examined in the whole: but, in case of marked excellence in a subject, the examiners may exempt the candidate from re-examination in such subject, even although he may have failed in others.

X.—An officer who does not pass the lower departmental examination at the fourth or some earlier examination, and the higher departmental examination at the eighth or some earlier examination after he joins the department, ceases, without further orders, to belong to the Department from the date on which the result of the examination is declared. Provided that if, before the

said fourth or eighth examination (as the case may be), the officer have obtained leave of absence on medical certificate for more than three months, he is allowed to remain in the service for six months longer, in order to present himself at one more examination.

XI.—Upon passing each departmental examination, the pay of an officer of the sixth class is increased, from the date on which the examination ends, by Rs. 50 a month. The pay of an officer of the sixth class who has passed the lower examination is Rs. 250, and that of an officer of the sixth class, who has passed the higher departmental examination, Rs. 300 a month.

XII.—An officer is not promoted substantively to the fifth class until he has passed the lower departmental examination, and to the fourth class until he has passed the higher departmental examination.

XIII. (*a.*)—An officer, who has passed the departmental examination by either standard, will be appointed to officiate in any vacancy that may occur in either the fourth or the fifth class, in preference to any of his seniors who has not passed by the same standard.

(*b.*)—An officer who fails to pass by the lower standard at the third examination after his appointment to the service will, for any acting appointment to the fifth class, rank below all junior officers who pass by the lower standard before him.

(*c.*)—An officer who fails to pass by the higher standard at the fifth examination after his appointment to the service will, for any acting appointment to the fourth class, rank below all junior officers who pass by the higher standard before him. *Substituted by F. D. 2632, dated 5th September 1876.*

XIV.—The departmental examinations are conducted at the local account offices, in the presence of the Accountant General, and under the direction of the Comptroller General and Deputy Comptroller General, who decide upon the marks to be awarded to each examinee. If these officers differ as to the marks to be assigned to any answer, the Secretary to the Government of India in the Financial Department decides finally between them.

Rules for conducting Examinations.

XV.—The rules for conducting all the examinations are as follow :—

(1.) The examination papers are sent in a sealed packet, not to be opened till the examination begins, each cover containing a separate sealed envelope for each paper set ; these envelopes must not be opened until the papers are required for distribution. An index number is assigned to each candidate. This index number is to be entered by the candidate on each of his papers, *instead of his name, which is nowhere to appear on the proceedings.*

(2.) The several papers should be given out singly, and the hour at which each paper is given out and received back is to be mentioned in the presiding officer's report. The exercises are to be worked out by the candidate in presence of the presiding officer.

(3.) The *questions* need not be written out by the candidate, but only the answers and solution, *in full*, with the number of the question prefixed. The answers may be first worked out on waste paper. The neatness of the candidate's paper is taken into consideration by the examiners in assigning values to his work. The paper should be of foolscap size, with the candidate's index number and the date, and the title of each subject, at the head of the paper. The solutions as first written out fair are to be transmitted to the Comptroller General, without alteration or correction, immediately after the close of the examination.

(4.) The time occupied by the candidate in answering each set of questions, *i. e.*, the interval between receiving the examination paper and returning his papers to the presiding officer, is to be stated on the back of his paper of solutions. The time allowed for a paper is in no case to be exceeded.

(5.) The presiding officer must certify that the above rules have been strictly followed by signing the certificates below, and explain any accidental or unavoidable deviations:—

Certified that the examination of the candidates, whose index numbers are , has been conducted strictly according to the rules contained in the resolution of the Financial Department, No. 2273, dated the 18th April 1876, as below:—

Date of receipt of examination papers

Date of beginning of examination

Subject.	Began.		Ended.	
	Hour.	Minute.	Hour.	Minute.

(Signed)

Conducting the Examination.

Subjects for Lower Departmental Examination.

		Marks.
Composition. A Précis of papers not seen before ...	150	1,000
Annuities and Compound Interest, and the use of Logarithms of numbers*...	150	
Book-keeping	250	
Indian Financial Statements (in England and India)	200	
Financial Department Codes	250	

* The use of tables will be allowed at the time of examination; with this exception, no books are permitted for any of the papers.

Subjects for Higher Dopartmental Examination

	Marks.	
A Précis and a Draft	200	1,000
Departmental Circulars	250	
Political Economy (Mill)	300	
Political and Revenue System of India, and the Statute Law bearing upon Revenue and Taxation	250	

[Candidates are warned that they may suffer by inattention to the rules of examination: *e. g.*, they must send up *all* the working in their annuity paper, and they must write their index number, date, and subject at the head of each paper; they are recommended to use draft paper and to write on one side of the paper only, to fasten all the leaves together by a pin or a thread, and to write their index number, subject, and date on the outer fold.]

Training of Junior Officers.

2. Rules for training junior officers are also reprinted from the *Gazette of India* for 1876, page 689.

1. The work of an Indian account office, as at present constituted, is divided into audit and account, of which the former leads up to, and prepares materials for, the latter. When, therefore, a junior officer has been long enough in the office to have a general knowledge of its working, he should be attached to the audit section, and make himself practically acquainted with the procedure of testing, checking, and recording payments to gazetted officers, establishments, and pensioners, and payments on account of contingent charges; and he should be required, without assistance, to audit, and record the audit of, some vouchers of each class.

2. When a junior officer reports himself ready to prepare a classified abstract, the Accountant General should cause the original cash account and lists of payments received from some one treasury in a past month to be brought up, the vouchers and schedules being first arranged in the order in which they were received from the treasury, and the junior officer will then prepare and prove a classified abstract and objection statement which will be checked with the abstract already passed and posted, and a report of any differences made to the Accountant General. In Madras and Bombay, classified accounts are still submitted, and in these presidencies junior officers should be required to post blank forms from the separate vouchers and schedules as far as the materials serve.

3. At this stage the junior officer should be placed in charge of the objection book of one or more districts for a few months; this work will not occupy his whole time and need not interfere with his further training.

4. Next, he must prepare, for some months other than March or April, the abstract of transfer entries and statement of disbursers'

accounts, and also post the closing entries of the month on as many pages of the detailed book as the Accountant General may consider sufficient to afford a fair test of his practical knowledge; the superintendent of the compilation department will lay the papers before the Accountant General again, with a report of the corrections found necessary.

5. Next, the junior officer should prepare the journal entries of a month; he should also be required to prepare rough drafts of the entries, both journal and ledger, required to close the books of one year, and to open those of the next; the entries, in fact, which will be necessary in the local office to close and open the books in use at the time of his probation.

6. At some stage in this course of training the junior officer should, for some months, be put in charge of one or more accounts current with other officers both outward and inward, gathering materials for the outward account from the original district accounts, preparing the account current and agreeing it with the books; watching the action of the other party to the account in adjustment, and also taking the necessary steps to pass the inward accounts through the books, preparing the objection statement and any letters connected with his work for the approval of the Accountant General.

7. The necessary duration of the course of training must vary with the opportunities available and the industry and ability of the officer, and it is therefore not desirable to name any particular period; but on no account should the training be hurried, and the Accountant General must satisfy himself that the junior officer has acquired a competent knowledge of the ordinary duties of the several branches of an Accountant General's office; the certificate to that effect should be sent to the Government of India through the Comptroller General.

Minimum Salaries.

3. An Accountant General, officiating or substantive, is entitled to a minimum salary—

In Madras, Bombay, or Bengal	... of Rs.	1,500	per mensem.
In the North-Western Provinces or the Punjab ..	... of „	1,200	„
In British Burma ...	... of „	1,000	„
In the Central Provinces, Assam, Hyderabad, or Mysore	... of „	800	„

Travelling Allowances.

4. A gazetted officer deputed on inspection duty or under sufficient authority to attend a committee at a distance from his head-quarters, will draw a deputation allowance of Rs. 5 a day in addition to actual

travelling expenses. These include passage and railway fare for self and servant, and for luggage, (subject, of course, to deduction of table-money for passages by sea), boat, coolie and carriage hire to and from the place of the officer's sojourn, though not for visiting the office inspected, nor for the cost of conveyance of carriage and horses; tolls, but not presents to coachmen or others; hotel charges or dâk bungalow hire, or servant's batta, or table-money on boardship, are, of course, inadmissible. An officer so deputed will, of course, travel with all reasonable speed as if he were travelling exclusively on his own urgent business.

5. When an officer enrolled in the classified list of this department is entitled to travelling allowance on transfer to a new appointment, the head of the office may, if he see fit, pay the amount of the travelling allowance in advance. But pay can only be advanced under special authority from the Comptroller General or the Government of India.—*F. D. 3630. dated 27th October 1876.*

Fees.

6. No officer of the Financial Department shall accept any fee or remuneration for auditing accounts, or for any other work, save with the express consent of the Governor General in Council.

Language Rewards.

7. Junior officers in the classified grades of the Financial Department, who may qualify in the native languages for the lower standard examination fixed for military officers, will be allowed a donation of Rs. 180; and those who may pass the higher standard at once will be allowed a donation of Rs. 360.

Miscellaneous.

8. The following references to rules, affecting the duties and position of public officers, may be useful:—

(*a.*) Rules touching the tenure of lands by officers of the Financial Department were published at page 59 of the *Gazette of India* of 1874.

(*b.*) The Home Department's rules regarding submission of memorials were republished in F. D. 3702, dated 30th October 1876.

(*c.*) On the subject of arbitrations, the following rules have been laid down:—

1. An officer shall not act as arbitrator in any case without the sanction of his immediate superior, unless he be directed so to act by a court having authority to appoint an arbitrator.

2. No public officer shall act as an arbitrator in any case which is likely to come before him in any shape in virtue of any judicial or executive office which he may be holding.

3. If an officer act as arbitrator at the private request of disputants, he shall accept no fees.

4. If he act by appointment of a court of law, he may accept such fees as the court may fix.

Chapter 76.—Office procedure.

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[*Note that throughout these instructions the term "Accountant General" includes the term "Deputy Accountant General in independent charge."*]

General duties of Accountant General.

1. The Accountant General is in immediate subordination to the Comptroller General in all matters connected with audit and account, and will refer to him, not to the Financial Secretary, all questions bearing on the classification of receipts, charges, and other matters of account. He will conform to all requisitions of the Local Government, though, if any seem opposed to specific orders of the Government of India, he should first respectfully make a representation to that effect.

Any proposal for revision of an Accountant General's establishment, or for temporary or permanent addition thereto, should be submitted through the Comptroller General.

2. An Accountant General is bound to ascertain that rules and orders are exactly obeyed in every instance, and to check every departure from them, however apparently trifling. He may not, without permission of the Government of India or of the Comptroller General, (1) change any procedure established, or reverse any deliberate or important orders passed, by any officer who preceded him in his office; or (2) call for new returns from military or public works account officers; or (3) modify forms prescribed by the Government of India.

3. An Accountant General may not (1) forward applications for sanction for expenditure or for relaxation of leave or pension rules; such an application must be simply returned to the officer making it, for submission to the proper executive authority; or (2) propose increases in departments other than his own; or (3) on

any account join in protesting against any retrenchment or economy which the Supreme Government may command.

Gazetted Staff.

4. The deputation of an officer of the account department to serve on any committee at a distance from his station, and the circumstances connected with it, should in every instance be reported to the Government of India.

5. Leave to a gazetted officer is granted only by the Government of India, and, in forwarding such an officer's application for privilege leave, the Accountant General should say whether or not the place must be filled. But the grant of leave within the rules to all other members of his office establishment, together with their appointment or dismissal, rests with the Accountant General.

6. An Accountant General is bound to report to the Government of India, promptly and strictly, any misconduct on the part of such of his subordinates as are appointed by that Government.

Establishment.

7. It is desirable to test the qualifications of clerks on first appointment, and the rules herewith reprinted have accordingly been laid down and should be enforced as far as practicable, though they may be dispensed with in special cases for sufficient cause. It is not thought necessary to lay down any general rule relative to the admission of unpaid apprentices.

1. The age of admission must be not less than 18, nor more than 25 years.

2. Every candidate must be certified by a civil or presidency surgeon to be of sound bodily health.

3. The respectability of his character must be attested by two trustworthy persons.

4. He must pass a satisfactory examination in arithmetic, up to and inclusive of vulgar fractions; in English orthography and handwriting, tested by writing from dictation; and in English composition. Candidates may also be allowed to offer themselves for examination in book-keeping as an extra subject.

5. When a vacancy occurs in the lowest grade of clerks, the head of the office, after selecting such a number of candidates as

he may consider expedient, will require from each of them the certificates prescribed in Rules 1 to 3.

6. If these certificates are satisfactory, the head of the office will arrange for the examination of the candidates in his office. The first subject should be arithmetic, the second, English composition, and the last, writing from dictation. Those only who have passed creditably in the first subject should be admitted to the second, and the same rule should be observed in respect to the last subject.

7. The best of the candidates who are found to be properly qualified will then be appointed to the vacancy, and the names of such others as have passed satisfactorily will be recorded in a register in order of merit, and will receive appointments as opportunities occur.

8. An Accountant General is bound to be careful, in giving certificates to subordinates, to state the whole truth in respect of character or cause of dismissal or resignation of appointment.

Correspondence.

9. The following are the chief rules for correspondence to be observed by officers in the account department:—

(*a.*) All letters addressed to Government or the Comptroller General, all important letters, and all conveying censure, should be signed *by* the Accountant General, not *for* him.

In the absence of the Accountant General from head-quarters, such letters may be signed by the Deputy Accountant General *for* him, but all of special importance should still be sent for his signature.

(*b.*) In forwarding copies of correspondence for information or orders, copies should be sent of all papers necessary for a clear understanding of the subject. But an Accountant General should always submit a *complete* statement of the question on which he wishes orders, with his own opinion.

(*c.*) The subject of a letter under reply should always be briefly, but clearly, stated in the opening of the reply; it is not enough to quote simply the number and date. Similarly, a reminder should state the subject, not merely the number and date, of the letter to which attention is drawn.

(*d.*) The use of vernacular terms in correspondence should be avoided as much as possible, especially in letters addressed to authorities or officers serving in other provinces.

(*e.*) All letters addressed to the Financial Department should be folded lengthways, and the docket should be written on the fold.

(*f.*) Letters should bear the date of despatch, not that of draft.

(*g.*) When reply to a letter is long delayed for want of answers to references, the writer of the letter under reply should be informed.

Circular Letters.

10. It is the practice of the Comptroller General to issue all instructions for permanent observance as circulars, while *general letters* are used in cases where orders are only to be acted on once for all; the same course should be followed in local account offices. Also, each account office should send copies of its circulars to every other account office, to the Comptroller General and to the Financial Department.

For the sake of uniformity, the form of the Comptroller General's circulars should be imitated as far as convenient, both in respect of size and of arrangement. The subject should be stated in two or three words at the top; then follow the name of the issuing office, and in another line the number and date of the circular.

11. Circulars conveying instructions to treasury officers throughout India are prepared by the Comptroller General, and transmitted for local distribution to Accountants General. They may be re-numbered in the local series of circulars; but, as copies of them need not be sent to other account offices, it will be well to explain the break of series by a MS. or italic note on the next local circular to the effect that "No. was assigned to Comptroller General's treasury circular ."

It is sometimes necessary to communicate these circulars to other than treasury officers; if the supply sent be insufficient, application should be made for more copies without any delay, as the matter is broken up after a few days.

Cypher Code.

12. The departmental cypher code must remain in the hands of the Accountant General, who will himself compose and write the message.

Postage.

13. The rules touching the postage of official covers will be found on page 137 of the *Gazette of India* for 1878, and the rates of charge on official covers are given below. The points for special notice are, that service stamps do not free a letter unless it is also franked; that registration may be paid for by service stamps; that service covers re-directed are not charged with forward postage; that, under certain circumstances, covers may be sent service bearing; that packets may not be more than 18 inches long by 12 inches wide and deep; that no cover weighing more than 600 tolas will be received for despatch on service, though private persons may despatch parcels weighing up to 2,000 tolas; that covers weighing over 40 tolas, should not, except for special reasons, be sent by letter post; that parcels are forwarded under a system which gives the senders the security afforded by registration.

	Letters.	Banghy Post.	
		Packets. See note (*b*).	Parcels.
	A. P.	A. P.	A. P.
Covers not exceeding ½ tola	0 6	...	...
Exceeding half and not exceeding 10 tolas	1 0	0 6	See note (*d*).
„ 10 „ „ 20 „	2 0	1 0	
„ 20 „ „ 30 „	3 0	1 6	
„ 30 „ „ 40 „	4 0	2 0	
„ 40 „ „ ... „	1 anna per tola. See note (*c*).	½ anna per 10 tolas.	
„ 40 „ „ 80 „	...	...	12 0
„ 80 „ „ 120 „	...	...	16 0
For every additional 40 tolas... ...	...	...	4 0

(*a*). Prepayment is optional in all cases, except for registered articles. Unpaid rates are the same as the prepaid rates.

(*b*). In open covers, to contain no letter or communication of the nature of a letter, (unless wholly printed, lithographed or photographed,) or any thing closed against inspection.

(*c*). Thus an article weighing 41 tolas will be charged with 41 annas. Articles which exceed 40 tolas will be conveyed by banghy post (as packets or as parcels) at the lower rate of charge, unless specially marked by the senders for transmission as letters or prepaid at letter rates.

(*d*). No rates are given for parcels not exceeding 40 tolas in weight, because they can be sent as registered letters at no greater cost.

Library.

14. The following rules have been laid down for the care of the Comptroller General's Office library, and are recommended for adoption:—

"The books are collected together in the Deputy Comptroller General's room under the charge of a clerk; duplicate files of gazettes, &c., are in the custody of the record-keeper.

"(2.) A revised catalogue is prepared from time to time, and missing books accounted for; the clerk in charge must every month make a report of the books missing from the shelves and produce the receipts. The Chief Superintendent is responsible for seeing that this return is complete.

"(3.) No books must be removed from the library without the permission of the Deputy Comptroller General.

"(4.) A receipt must invariably be taken from an officer removing a book, to be returned to him or cancelled when the book is returned to the library.

"(5.) Every officer, upon receiving charge of an office to which a library is attached, must satisfy himself as to the state of the library. Unless he then reports that the books are out of order, or that any volumes are missing, it will be assumed that he received the library in good order, and he will be thenceforward personally responsible for any defects.

"(6.) Every officer is now supplied with a volume of the Comptroller General's circulars, and with all circulars of the new series as they appear; the Financial Department also has supplied copies of its codes. No other books may be carried away by an officer on his transfer to another office."

Records.

15. As regards the preservation of records, it has been ruled that no original treasury accounts or public letters from any office may be destroyed; but district cash balance reports and monthly resource estimates may be destroyed after they have been kept twelve months,

certificates of transfer of charge, and vouchers for sums not exceeding Rs. 100, after three years, and other vouchers after twenty years.

Form of Statements.

16. In all statements submitted to Government, or to the Comptroller General, the names of the different Governments and Administrations must be arranged in the order given in the margin; and all returns and estimates submitted to the Financial Department, except books of establishment, consolidated abstracts, journals and ledgers, shall be on foolscap.

India.	N. W. Provinces and Oudh.
Central Provinces.	Punjab.
British Burmah.	Madras.
Assam.	Bombay.
Bengal.	

17. Every return should be headed with its name, the name of the province (or office of issue), and the period to which it refers. No covering letter should be sent with a prescribed periodical return. Nor should a formal letter be written to report a return blank; it is sufficient to write the word "blank" conspicuously under a heading of the kind just prescribed.

18. All returns should, before despatch, be examined by a competent person, who should annex explanations of any extraordinary or indefinite entries.

Return of state of work.

19. A monthly return of the state of work is submitted to the Comptroller General on forms supplied by him; in every office one of these forms with columns for the twelve months should be kept for permanent record and reference, the date being entered against each return at the time of its despatch. A list of returns, with their due dates, is given in Appendix H.

(*a.*) When a return is despatched, the number of days (including Sundays and holidays) before or after the due date should be filled in against it. When more than one return is included in the same line (*e. g.*, civil accounts current), the entry should refer to the despatch of the latest one.

(*b.*) When a return should have been rendered, but is unavoidably delayed until too late to be included in the statement, it should be marked L.

(*c.*) When a return usually rendered happens to be blank for the period under report, it should be marked B.

(*d.*) When the return is never rendered at all, it should be marked N.

APPENDIX E.

Exchange calculations.

In the absence of exchange tables, the following is a simple method of making exchange calculations. (For small sums see Appendix C.)

1. To convert sterling into rupees, state the sum in shillings and pence; alter the pence into annas by Table II; now reading the amount as rupees, annas and pie, multiply by figure A and divide by B.

2. To convert rupees into sterling, multiply by figure B, and divide by figure A; in the result read the rupees as shillings and alter the annas and pie by Table II into pence.

I.—Table of exchange proportions.

Rate.	A.	B.	Rate.	A.	B.	Rate.	A.	B	Rate.	A.	B.
1·7*d*	12	19	1·8*d*	3	5	1·9*d*	4	7	1·10*d*	6	11
1/8	32	51	1/8	96	161	1/8	96	169	1·10½	8	15
1/4	48	77	1/4	16	27	1/4	48	85	1·11	12	23
3/8	96	155	3/8	96	163	3/8	32	57	1·11½	24	47
1/2	8	13	1/2	24	41	1/2	24	43	2·0	1	2
5/8	96	157	5/8	32	55	5/8	96	173			
3/4	48	79	3/4	48	83	3/4	16	29			
7/8	32	53	7/8	96	167	7/8	96	175			

II.—Table of corresponding fractions.

Pence,	1	2	3	4	5	6	7	8	9	10	11.
Annas,	1-4	2-8	4-0	5-4	6-8	8-0	9-4	10-8	12-0	13-4	14-8.

EXAMPLE—

For the rate of 1*s.* 8 5/8*d* the figures are 32 and 55.

1. To convert £113 6*s.* 5*d.* state it as 2,266*s.* 5*d*; altering the pence, this becomes Rs. 2,266-6-8; multiply by 32 (Rs. 72,525-5-4) and divide by 55; the result is Rs. 1,318-10-3 40/55.

2. To convert Rs. 1,318-10-3, multiply by 55 (Rs. 72,525-3-9), divide by 32=Rs. 2,266-6-7 13/32, giving a minute fraction less than 2,266*s.* 5*d.*, or £113-6-5.

APPENDIX F.

Calculation of Interest for broken periods.

1. The following is a general rule for the calculation of interest on broken periods :—

Let r be the rate of interest per cent. per annum.
M the number of rupees.
N the number of days.

Take $\frac{1}{4}$ of $\frac{11 \times r \times M \times N}{100,000}$ rupees, and subtract six annas for every Rs. 100.

Example: Interest on Rs. 20,000, at 4 per cent., for 128 days.

$\frac{1}{4}$ of $\frac{11 \times 4 \times 20,000 \times 128}{1,00,000} = 281\text{–}10$

Subtract 6 annas × 2·8 . 1–1

Result ... Rs. 280–9

This result is correct to the nearest anna, unless it exceeds Rs. 2,500, which it can do only very rarely. In such cases, the further correction must be applied of adding one anna for every Rs. 5.000; that is, one anna for sums of Rs. 2,500 to 7,500, two for sums of 7,500 to 12,500, and so on.

2. The interval from one date to another may be found from the following rule:—

In writing the date, substitute for the month the following numbers:—

January	...	0	July	...	181
February	...	31	August	...	212
March	...	59	September	...	243
April	...	90	October	...	273
May	...	120	November	...	304
June	...	151	December	...	334

and the question becomes one of simple subtraction:

e. g.—Interval from May 5th to October 16th;
From October 16th, or 273 + 16 = 289
Subtract May 5th, or 120 + 5 = 125

Interval ... 164 days.

3. If the second date, however, is in the next year, 365 must be added to its number:—

e. g.—Interval from October 16th to May 5th;
From May 5th 120 + 5 + 365 = 490
Subtract October 16th 273 + 16 = 289

Interval ... 201 days.

4. The occurrence of the date February 29th hardly affects the result of the calculations, and the consideration of it may be neglected.

APPENDIX G.

Calculations of re-payments of Loans by equal instalments.

1. Let A be the amount of the advance.

t the number of periodical instalments by which it is to be repaid.

p the amount of each periodical instalment.

r the rate of interest per cent. during one instalment period, (that is, if the instalments are to be annual, r is the rate per cent. per annum; if they are half-yearly, r would be the rate per cent. per half-year, 2 if the rate were 4 per cent. per annum, $2\frac{1}{2}$ if it were 5 per cent. per annum, and so on).

2. First: given A, r, and p, to find t.

then $t = \frac{2 + \text{Log. } p - \text{Log. } (100\,p - \text{A}\,r)}{\text{Log. } (100 + r) - 2.}$

If this gives a fractional number like 25·324, it means that after 25 instalments are paid, there will still remain an outstanding equal to nearly ·324 of an instalment to be repaid.

3. Second: given A, r, and t, to find p.

First, find B by the equation;

$$\text{Log. B} = t\,(\text{Log. } \overline{100 + r} - 2);$$

then $\text{Log. } p = \text{Log. A} + \text{Log. B} + \text{Log. } r - \text{Log. } (100\,\text{B} - 100).$

4. The annexed table shews the instalments by which a loan of one lakh of rupees will be refunded by periodical instalments in a given number of years, interest being calculated at 4, $4\frac{1}{2}$, and 5 per cent.

In the left-hand column under each term, interest is added, and recovery of the instalment due made, at the end of each year; in the right-hand column interest and instalment are supposed to be due half-yearly.

Per cent	Five years.		Ten years.		Fifteen years.		Twenty years.		Twenty-five years.		Thirty years.	
4	22,463·0	11,132·4	12,320·2	6,115·65	8,994·14	4,464·96	7,358·18	3,655·55	6,401·21	3,182·31	5,783·01	2,876·78
4½	22,779·3	11,278·9	12,637·9	6,264·19	9,311·41	4,619·91	7,687·64	3,817·69	6,743·92	3,351·84	6,139·15	3,053·53
5	23,097·6	11,425·7	12,950 3	6,414·60	9,634·21	4,777·76	8,024 25	3,983·62	7,095·23	3,525·80	6,505·15	3,235·33

APPENDIX H.

RETURNS AND REPORTS FROM ACCOUNTANTS GENERAL.

Monthly and Quarterly.

[Note.—Calling the successive months A, B, C, &c., the following are the returns due in the month C. Quarterly returns are distinguished by an asterisk.]

Latest Date of Despatch.	Name of Return.	Month to which the Return refers.	Reference to Code.	To whom the Return should be sent.
10	17 Consolidated Abstract	A	55 : 9	Comptroller General.
15	18 Provincial Services Accounts	A	67: 9	Local Government and Comptroller General.
	19 Foreign Bills issued	A	40: 13	All Accountants General.
	20 Fund Subscription Lists	A	46	Fund Secretaries.
	Accounts Current	A	58	
	21 Other Provinces, including Berar ...		59 : 1	All Accountants General.
	22 India		59	Comptroller General, Treasury Account Branch.
	23 Public Works		60	Examiner, Public Works Accounts.
	24 Forest (Remittances from and to Treasuries)		61	Comptroller General.
	25 Military, including List for I. F. P. Fund...		62	Controllers, Military Accounts.
	26 Post Office		63	Compiler, Post Office Accounts.
	27 Telegraph Department		64	Examiner, Telegraph Accounts.
	28 London Schedules		65 : 7	Comptroller General.
	29*London Account Current, quarter ending ...	A	65 : 7	Comptroller General.
	30 Chief Heads of Revenue	B	74 : 2	Financial Department.

	31 Departmental Revenue	A	45 : 2	Revenue Authorities.
	2*Pension cases, quarter ending	B	73 :13	Financial Department.
	3*Statement of Fresh Charges, quarter ending ...	B	74 : 4	Local Government.
	4*Alterations of Provincial Charges, quarter ending	B	74 : 5	Local Government.
	5*Pensions and Gratuities, quarter ending ...	B	37 :12	Local Government.
	6*Specially Chargeable Allowances, quarter ending	B	74 : 6	Comptr. Genl., Govt. Madras or Bombay.
	32*Cultivators' Advances written off, quarter ending	A	74 : 8	Govt. India, Dept. Revenue, Agriculture and Commerce.
20	7 Cash Balance Report, last day of ...	B	71 : 8	Financial Department.
	8 Encashment of Notes	B	71:10	Head Commissioner.
	9*Currency Notes, quarter ending	B	71:11	Head Commissioner..
	10 Vouchers and Schedules, Railways ...	B	59 : 3	Comptroller General.
	11 Vouchers and Schedules, Bengal Marine ...	B		Accountant General, Bengal.
	12 Vouchers and Schedules, Customs and Survey...	B	59 : 3	Comptroller General, Treasury Account Branch.
25	1 First List, Military Payments	C	62 : 2	Controller, Military Accounts.
	13 Resource Estimate, last day of	BCDE	71 : 4	Financial Department.
	33 District Savings Bank	A	44 : 9	Comptroller General.
	14 Currency Audit	B	73 : 6	Comptroller General.
	15 Small Coin Depôt Account	B	73 : 5	Comptroller General.
30	34 Inland Money Order Lists	A	41 : 3	Comptroller General, Money Order Department.
	35 European Money Order Lists	A	42 : 3	Accountant General, Bombay.
	36 Interest Registers	A	38 : 2	Presidency Bank.
	37 Interest Statement	A	38 : 2	Comptroller General.
	38*Trial Balance Sheet, quarter ending ...	A	66: 12	Comptroller General.
	39*Assets and Liabilities, last day of ...	A	74 : 7	Comptroller General.
	16 Vouchers of Financial Officers	B	33: 19	Comptroller General.
	40 State of work	A	76: 19	Comptroller General.

YEARLY AND HALF-YEARLY RETURNS.

Latest Date of Despatch.		Name of Return.	Reference to Code.	To whom the Return should be sent.
April	15	1 Temporary Establishments outstanding	74: 21	Local Government.
		2 Foreign Bills outstanding	40: 17	All Accountants General.
	30	3 Services of Chaplains	33: 42	Comptroller General.
		4 High Court qualification	33: 41	Local Government.
		5 Compensation Pensions	37: 12	Local Government.
May	15	6 Comparative Statement of Regular Estimate	72: 20	Financial Department..
		7 Half-yearly Statement of Stocks and Loans	74 : 9	Comptroller General.
		8 Bank Accounts	74: 27	Comptroller General.
		9 Scale of gazetted appointments	33: 39	Financial Department.
		10 Post Office Permanent Advances	70: 18	Compiler, Post Office Accounts.
July	15	11 Contingent Charges	36: 12	Local Government.
		12 List of Civil Servants	33: 40	Various.
	31	13 March Final Account	55: 12	Financial Department and Comptroller General.
Aug.	10	14 Appropriation Audit	72: 21	Financial Department and Comptroller General.
		15 Three years' Actuals	72: 22	Local Govt., Finl. Dept., and Comptr. Genl.
		16 Interest on Service Funds	74: 24	Comptroller General.
		17 Family Allotments	33: 43	Comptroller General.
		18 Outstanding Objections	47: 30	Comptroller General.
	15	19 Final Accounts Current	58: 7	Various.
		20 Parliamentary Returns	74: 10–21	Comptroller General.
		21 Special Loans	69: 13	Comptroller General.
		22 Provincial Final Accounts	67: 9, 11	Local Government and Comptroller General.
		23 Municipal Funds	68 4	Local Government.
		24 Local Funds Report	68: 7	Local Government.

	25	Abstract of Municipal Accounts	68 : 4	Comptroller General.
	26	Ecclesiastical Charges	74 : 25	Comptr. Genl., Bp. of Madras and Bombay.
	27	Stores	74 : 26	Comptroller General.
	28	Currency Charges	74 : 23	Comptroller General.
Sept. 1	29	Establishment Books	34 : 3	Financial Department.
	30	Establishment Abstracts	34 : 4	Comptroller General.
	31	Mortality of Pensioners	37 : 11	Financial Department.
	32	Verification of Balances	70 : 1	Comptroller General.
	33	Outstanding Bills	70 : 11	Comptroller General.
	34	Accounts Current	70 : 20	Comptroller General.
	35	Savings Bank Audit	73 : 12	Govt. India, Madras and Bombay.
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